

FIELD TRIP/TOUR REQUEST

In Connecticut _____
Out of State _____ Foreign _____
Overnight _____

I. GENERAL INFORMATION

School _____ Group or Grade _____ Date of _____
Group Leader Cell Phone # _____ Making Trip _____ Trip _____
Teachers/Chaperones _____
of Students _____ # of Adults _____
Destination _____ Departure Time from School _____ Return Time _____

II. OVERNIGHT LODGING (If Applicable)

Facility: _____
Address: _____
Phone: _____

III. INSTRUCTIONAL RATIONALE FOR FIELD TRIP

The trip supports the following program(s) of instruction: _____

IV. FIELD TRIP PLAN (Be sure to outline specific curricular objectives. Describe activities and the connection to curriculum for each activity. Attach additional sheet if necessary)

A. Objectives of Trip: _____

B. Pre-trip Activities: _____

C. Trip Activities: _____

D. Follow-up Activities: _____

V. BUDGET INFORMATION

A. Bus contractor _____ # of Buses _____
Est. Cost per Vehicle \$ _____ Est. TOTAL COST \$ _____

B. Other Costs (Totals):
Tickets \$ _____ Meals \$ _____ Other \$ _____ TOTAL \$ _____

C. TOTAL COSTS (A + B): \$ _____

D. Funding Sources

1. Budgeted Funds \$ _____ P.O. Number _____ Account Code _____

2. Student Funds \$ _____ Cost per Student \$ _____

3. Other Funds \$ _____ Funding Source _____

TOTAL FUNDS \$ _____ (SHOULD MATCH C ABOVE)

VI. APPROVALS

_____ Principal	_____ Date	_____ Superintendent	_____ Date
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