



Field Trip Application Form

Field Trip Sponsor(s): _____ Today's Date: _____

Staff Chaperone(s): _____

Sponsor(s)/Chaperone(s) Cell Phone Number(s): _____

Non-Employee Supervisors: _____

*Must complete a Volunteer Application Form and be approved in order to participate.

Instructional Field Trip Enrichment Field Trip

Date of Trip: _____

Location of Trip: _____

If an instructional field trip, please state student outcomes which relate to the district's core curriculum or if an enrichment field trip list the student outcomes which reflect the extension of learning beyond the core curriculum. _____

- ❖ Please sign this form on the back and have it signed by the Principal as well.
- ❖ Please make yourself familiar with the Field Trip Guidelines on the reverse side of this form.

For an Overnight Field Trip please fill out the following information

Trip Sponsor(s): _____ Staff Chaperone(s): _____

Sponsor(s)/Chaperone(s) Cell Phone Numbers _____

Non-Employee Supervisors: _____

Date(s) of Trip: _____

Location(s) of Trip: _____

Name of Staff Member(s)/Supervisor(s) trained in CPR, first aid and administration of medications: _____

*At least one individual must be trained in these areas

Is this a mixed gender trip? Yes No

Please describe sleeping accommodations: _____

Mode(s) of Transportation: _____
*If students will be transported by bus, arrangements must be made 2 weeks prior to the trip.

Driver(s) Liability Coverage: _____

- Application must be submitted at least 60 days in advance of the overnight trip for approval by the principal and superintendent.
- Non-employee supervisors must fill out a Volunteer Application Form and submit it to the Superintendent's Office for approval in order to be able to participate.
- A trip itinerary must be attached to this application form when submitted for approval for an overnight trip.
- The staff chaperone(s) must have in their possession an Adrian Public Schools Field Trip Consent and Emergency Form for each student on any field trip. A list of students on the trip must also be on file in the principal's office.
- Staff chaperone(s) are responsible for taking a district emergency kit on field trips.
- Supervision of students is the responsibility of the trip sponsor(s)/chaperone(s). The district's *Student Code of Conduct* and *Bus Rules* govern student behavior on all field trips. Any special rules for the trip must be approved by the principal. Adequate adult supervision must be provided to ensure student safety.
- Conditions under which any field trip may be cancelled must be specified; parents and guardians continuing financial obligations to the trip must also be made clear.

Signature of Trip Sponsor

Signature of Building Principal

Signature of Superintendent
*If overnight trip
*If Out of State