FIELD TRIP FORM

Teacher(s)_____

Date Submitted_____

Cottage Theme_____

Field Trip Location_____

Date of Field Trip_____

Time frame of the activity (Needs to be between 8:30 and 2:00)

Depart from school _____

Return to school_____

Lunch will be _____

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Principal's signature of approval_____

Field trip denied because_____

Date_____

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Take the permission slips with you on the trip, after the trip, attach permission slips to this form and return them to the office. Initial that the following tasks have been completed:

_____ I have filled out an Events/Facilities Use Form for this trip.
_____ I have reserved a bus.
_____ I have found a companion class if necessary.
_____ I have received from the nurse any necessary medications for students attending the trip.
_____ I have requested a check from PTN for this event.
_____ I have completed a Fee Form (if necessary) for this trip.
_____ I have permission slips for all students participating in the trip.
_____ I have obtained a "Liability Release form" for any child who will be released from the field trip and not returned to Edu-Prize.

Revised 7-03-07