



# FAIRPORT HARBOR EXEMPTED VILLAGE SCHOOLS

## FIELD TRIP REQUEST FORMS

Submitted and approved by March 1st, annually

1 per Teacher/Grade

### TRIP INFORMATION

Date(s) of Trip \_\_\_\_\_ Grade(s) \_\_\_\_\_ Teacher(s) \_\_\_\_\_

Destination \_\_\_\_\_ Phone \_\_ (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Purpose of the trip: \_\_\_\_\_

Contact Person at Destination \_\_\_\_\_

Has approval been secured from location to be visited ☐ YES ☐ NO

**\*\* NOTE:** Overnight/Out-of –State field trips require Board of Education approval. Please submit requests at least sixty (60) days in advance of anticipated trip departure date.

Number of Students: \_\_\_\_\_ Number of Adults: \_\_\_\_\_ Total Number of Persons: \_\_\_\_\_

Departure Time: \_\_\_\_\_ ☐ AM ☐ PM Return Time: \_\_\_\_\_ ☐ AM ☐ PM

Method of Transportation: ☐ Walk ☐ Van ☐ School Bus (Must return by 2:00 p.m.) ☐ Charter Bus

Has Parent/guardian permission been secured, or will be secured prior to trip departure? ☐ Yes ☐ No ☐ Will be

Has cafeteria been notified? ☐ Yes ☐ No ☐ Will be ☐ Cafeteria Bag Lunch ☐ Lunch from home

☐ Lunch to be purchased

Cost of the Trip \_\_\_\_\_, Cost of transportation \_\_\_\_\_

List chaperones by name (recommended rate of one (1) adult for each ten (12) students)

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### Approval

\_\_\_\_\_  
Building Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent

\_\_\_\_\_  
Date