



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 _____

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)

Approval

Building Administrator

Date

Superintendent

Date