

## Sto-Rox Field Trip Request Form

Teacher:		School:	
Date of Application:		Grade/Group Involved:	
Place to be Visited:			
Purpose of Trip:			
Trip Date:	Departure Time:	Return Time:	
Number of Students:		Number of Chaperones:	
Names of Adults who will be going on the field trip. <i>Teacher/Sponsor signature indicates that all chaperones have the proper clearances and have been approved. If not completed prior to the trip, they are not allowed on the trip.</i>			
1.	5.		
2.	6.		
3.	7.		
4.	8.		
<p><u>Lunch:</u>    <input type="checkbox"/> Bag lunches needed                      <input type="checkbox"/> Lunch provided at site                      <input type="checkbox"/> School lunch not affected          (you must contact Food Service Dept. (x1055) if bag lunches are requested)</p>			
<p><u>Transportation:</u>    Bus <input type="checkbox"/>                      School Van <input type="checkbox"/>          (Contact Business Office (x5217) to request a Matthews bus; contact Facilities Manager (x5266) to reserve District van)</p>			
<p>What funds will be used to cover the costs for this trip?  <input type="checkbox"/> District    <input type="checkbox"/> Fund Raising    <input type="checkbox"/> PTO    <input type="checkbox"/> No Cost    <input type="checkbox"/> Student    <input type="checkbox"/> Other _____</p>			

Teacher's Signature	Date:
Principal's Signature	Date:
Superintendent's Signature	Date:
<i>Requests must be submitted at least <b>thirty (30) days prior to the proposed date of departure.</b> Exceptions to these date requirements will be considered in situations where the scheduling of activities is beyond the control of the requesting teacher.</i>	

**Please submit your responses along with the Field Trip Request Form and return to Principal in order to be considered for approval.**

1. What academic state standards are enhanced through this field trip? If this is an extra-curricular trip, describe the benefit to students who attend.
2. What specific activities will the students complete as follow-up to the field trip?
3. What group or groups of students were selected for the field trip?
4. What *criteria* were used to exclude students from the field trip?
5. What arrangements (lesson plans, substitutes, etc.) have been approved for coverage of classes and credit for students who will remain at school while you are out?
6. How is the total cost of the trip, including transportation, to be paid?
7. If there is a cost per student, how is this cost covered for students who do not pay?
8. How much academic time will be spent away from the building? How long is the trip overall?
9. If field trip approval was not submitted 30 days in advance, please provide an explanation.