

**BOARD OF EDUCATION, DISTRICT 148
DOLTON, COOK COUNTY, ILLINOIS**

SCHOOL SPONSORED FIELD TRIP PRELIMINARY APPROVAL FORM

School: _____

Trip destination(s): _____

Date(s) of trip(s): _____

Departure time: _____ am/pm Return time: _____ am/pm

Club/Sponsor(s): _____

Educational benefit of the trip:

Activities planned during the trip:

Related brochures/information attached? Yes _____. No _____

Preliminary trip itinerary attached? Yes _____. No _____

Does field trip involve any of the following: Yes _____. No _____

* Boats, or in/around water * Animals * Remote location/hiking *

* Outdoor education * Motorized activities

Estimated # of students: _____ Age level of students: _____

Student/chaperone ratio: _____ # of chaperones needed: _____

Any special qualifications of chaperones needed? Yes _____. No _____

List those special qualifications: _____

Means of travel: School bus (preferred), # needed? _____

Other (list): _____

Food provided how? _____

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Details of proposed budget and how trip will be financed:

Will fundraising be needed? Yes _____ No _____

(If yes, attach a fundraising plan)

Date submitted: _____ Sponsor's Signature: _____

Reviewed field trip plan with principal on: _____

The following is needed:

Preliminary administrative approval received:

Date Approved: _____ Principal's signature: _____

Submit to Superintendent or School Board for approval? Yes _____ No _____

Superintendent approval received on: _____