

## AP 308-8 Field Trip Approval Form

Enter field trip request within the Clevr platform or complete this form and forward it to the Administrative Assistant responsible for field trips

Within Region  Out of Region  International (Reference: [AP 307 – Transportation of Students To and From School](#))

**(For overnight trips, include AP 308-9 and allow sufficient notice for approval)**

*NOTE: A field trip request must be completed in full for each planned trip to ensure that all aspects have been considered. If you have special inquiries regarding a trip, please consult with the principal. For league schedules, complete this form and attach the team schedule. Out-of-region league games require separate approval requests.*

CURRICULAR - Optional (by donation)  CURRICULAR - Mandatory (no cost to students)  
 EXTRA-CURRICULAR (Athletic / Music / Drama)

SCHOOL: \_\_\_\_\_ DATE OF TRIP: \_\_\_\_\_

TEAM/GROUP \_\_\_\_\_ GRADE \_\_\_\_\_ DIVISION \_\_\_\_\_

DESTINATION (include City): \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_

RELATIONSHIP TO CURRICULUM: \_\_\_\_\_

TIME AWAY FROM SCHOOL (hours or full days): \_\_\_\_\_  More than 3 Days

**(Trips over 3 days require district approval)**

**SUPERVISION:**

Supervisor (name): \_\_\_\_\_

Total Adult Monitor(s): Male: \_\_\_\_\_ Female: \_\_\_\_\_

Number of Students: Males: \_\_\_\_\_ Females: \_\_\_\_\_

**COSTS:** Admission or Transportation Fee (if any): \_\_\_\_\_

How is this expense to be covered?  Students  School  PAC  Other  
 (Students with financial hardship may have fees waived by the principal.)

Recommended Ratios		
	Overnight	Day
K-3	---	1 adult / 10 students
4-5	1 adult / 5 students	1 adult / 10 students
6-8	1 adult / 8 students	1 adult / 12 students
9-12	1 adult / 10 students	1 adult / 15 students

A female adult must be present on any overnight trip that involves a female student (or male adult for male students). This can be a parent.

Ratio \_\_\_\_\_ / \_\_\_\_\_  
 1 adult per # of students

**TRANSPORTATION:** Transportation for this event will be by: (please check)  
 SD No.34 School Bus  Private Automobile (AP 308-3)  
 Ferry  Airplane  
 Charter Bus  Other (please specify): \_\_\_\_\_

(All out-of-region field trips **MUST** be by coach-type bus or public transportation.)

**PARENTAL CONSENT:** ([AP 308-4 Field Trip Parent/Guardian Consent Form](#))

After the field trip is approved, the designated supervisor for the trip must distribute, collect, and file all parental consent forms. No student will be permitted to go on a trip unless a consent form is signed by a parent or legal guardian. Consent forms ([AP 308-4 Field Trip Parent/Guardian Consent Form](#) and [AP 308-6 Extracurricular Athletics Consent and Participation Agreement](#)) are available online or from the administrative assistant. In the case of international field trips, the [AP 308-12 International Field Trip – Declaration Form](#) must be completed and proof of out-of-country medical insurance provided.

The following forms (as applicable) are complete or in process:

VOLUNTEER DRIVER APPLICATION ([308-2](#))([308-3](#))  CONSENT FORM ([308-4](#))  HIGHER RISK FORM ([308-5](#))  INTERNATIONAL DECLARATION ([308-12](#))  OUT-OF-COUNTRY MEDICAL COVERAGE  ACCOMMODATION INFO FORM & ITINERARY (308-9 Overnight trips only)

Principal Approval \_\_\_\_\_ Date \_\_\_\_\_

Superintendent (or Designate) Approval \_\_\_\_\_ Date \_\_\_\_\_