

Extended Day Programs Field Trip Proposal Form

Directions:

If a field-trip is not already in the budget, use this form to write a proposal and send to Dr. Traci Cooper's office.

Name _____ School _____

Trip Location _____

Date Requested _____ Date of Trip/Time of Trip _____

of Students _____ # of Chaperones _____

Meals Cost _____ Transportation Cost _____

Total Cost _____

Principal's Signature _____ Date _____

Lead Teacher's Signature _____ Date _____

Approved

Signature

If the field-trip is approved:

- ✓ Call and schedule the trip.
- ✓ Complete a requisition (make sure it is completed and forwarded to Dr. Cooper's office at least 2 to 3 weeks in advance so you can get a check cut in time to pay for the trip)
- ✓ Complete a transportation request form and fax it to your local transportation office.
- ✓ Complete and send home permission slips.
- ✓ Develop a manifest. (manifest- a list of all students going on the field-trip including addresses and phone numbers) Give one list to the bus driver and keep one in case of emergency.