

Field Trip Packet Checklist

Allow 4 weeks for processing

School _____

Instructor _____

Contact Phone _____

Date of Field Study _____

Destination _____

Learning Goal _____

Documentation Required ***(if applicable)***

- *Itinerary*
- *Lesson Plan*
- *Student List*
- *Bag Lunch request (if applicable)*
- *Activity Trip Request for Transportation (costs must be estimated)*
- *Direct Payment or Purchase Requisition (for tickets/entrance fees etc)*
- *Authorization Form for Purchase (must also be attached to Direct Payment or Purchase Requisition)*
- *Travel/Conference Form for each teacher (all costs must be estimated & listed)*
- *If the field trip is out of state a School Sponsored Trip Form is required, which requires Board Approval.*

I acknowledge that parent permission and emergency forms regarding this trip needs to be on file in the schools main office.

Signature of Principal Date
or School Site Designee

Signature of Neighborhood Network Date
Executive Director or other Designee

NOTE: This form must be attached to the front of the required documentation for this field trip.