



**VOLUSIA COUNTY SCHOOLS
REQUEST FOR FIELD TRIP APPROVAL
(Out-of-state and international)**

School _____ Date submitted _____
 Date(s) of field trip _____ Group _____ Sponsor _____
 Number of students _____ Number of chaperones _____ Total _____
 Destination _____
 Purpose of field trip _____
 School Board Goals _____
 Cost per student \$ _____ Funds provided by: Self/family Other(explain) _____

What is the provision made for students who cannot afford to attend?

Note: No monies may be collected nor any fund-raising projects begun without prior school board approval. Private or commercial carrier insurance is required. The school principal or originator of the field trip shall verify proper liability insurance coverage.

- Request permission for swimming (The school principal will attach rationale.)
- Parent permission forms are to be signed and on file at the school or site.

TRANSPORTATION INFORMATION

- Commercial airline Name of airline: _____
- Commercial bus line Name of school-board approved bus line: _____
If a sub-contracted carrier must be used, the sub-contracted carrier must also be school board approved.
- Other (please explain) _____

Departure information: *(include name of airport, if applicable)*

Departing from: _____ Date: _____ Departure time: _____
 Stop-overs: _____ Departure time: _____
 Arrival destination: _____ Date: _____ Arrival time: _____

Return information:

Departing from: _____ Date: _____ Departure time: _____
 Stop-overs: _____ Departure time: _____
 Arrival destination: _____ Date: _____ Arrival time: _____

Vicinity travel will be provided by: (vehicle/driver): _____

APPROVAL PROCESS:

Signature indicates compliance with all requirements of School Board Policy 315.

Signature of Principal
 Revised 9/16/2004
 Distributed by: Middle School Services

Date

Date of School Board Approval

2005-021-VCS

REQUEST FOR FIELD TRIP OUT-OF-STATE/INTERNATIONAL CHECKLIST (Must be submitted as cover sheet)

SCHOOL: _____ GROUP/SPONSOR: _____

TRIP DATE: _____

Received in coordinator's office
 Date _____

Prior to submission for school board approval, the following must be completed:

- | | Complete | Needs Correction |
|---|--------------------------------------|-----------------------------|
| • Form # 2005-021-VCS signed by principal | <input type="checkbox"/> | <input type="checkbox"/> |
| • Form is neatly typed and complete | <input type="checkbox"/> | <input type="checkbox"/> |
| • Form contains no abbreviations (spell out all words) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Form contains no misspelled words | <input type="checkbox"/> | <input type="checkbox"/> |
| • District goals are identified with specific objectives | <input type="checkbox"/> | <input type="checkbox"/> |
| • Carrier name is provided (coach and/or airlines) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Detailed budget (costs) is included | <input type="checkbox"/> | <input type="checkbox"/> |
| • Statement as to provision for student who cannot afford to pay is included | <input type="checkbox"/> | <input type="checkbox"/> |
| • Detailed itinerary is attached | <input type="checkbox"/> | <input type="checkbox"/> |
| • Chaperone package is included (names and titles, duties, etc.) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Completed, accurate packet submitted two months prior to date of departure (6 months for international) | <input type="checkbox"/> | <input type="checkbox"/> |
| • Does trip include any district test dates? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Does trip include any school days? | <input type="checkbox"/> Yes # _____ | <input type="checkbox"/> No |
| • An in-district or in-state trip would not meet the same educational/enrichment criteria? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Recommendation of Coordinator of Secondary Services | <input type="checkbox"/> | <input type="checkbox"/> |
| • Comments: | | |

Returned to school for corrections
 Date _____

Submitted to BoardDocs
 Date _____

Created: 4/13/2012
 Owner: Middle and High School Services

2012-017-VCS
 Print Locally