

**OLYMPIA SCHOOL DISTRICT  
FIELD TRIP REQUEST**

<input type="checkbox"/> <b>CHECK IF OVERNIGHT</b>
--

SCHOOL		DEPARTMENT/GRADE		REQUESTED BY		
DESTINATION						
DEPARTURE DAY/DATE		TIME	RETURN DAY/DATE		TIME	
PURPOSE OF TRIP (LEARNING OBJECTIVES)						
ITINERARY OVERVIEW (ATTACH DETAILS)						
TYPE OF EVENT (PARADE, CONTEST, RETREAT, MEET, CONFERENCE, ETC.)						
PERSON(S) IN CHARGE				GROUP (DEBATE, BAND, ETC.)		
# STUDENTS M:        F:	ADULTS ACCOMPANYING (LIST NAMES) REQUIRED: ONE PER 10 STUDENTS DAY TRIP / ONE PER 6 STUDENTS OVERNIGHT				CELL PHONE CONTACT	
# TEACHER CHAPERONES M:        F:					PHONE @ DESTINATION	
# PARENT CHAPERONES M:        F:					ADD'L CONTACT PHONE	
<b>COST OF TRIP</b>						
TRANSPORTATION	SCHOOL BUS	CHARTER BUS	FERRY	PRIVATE VEHICLE	OTHER	\$
HOUSING	MOTEL	HOTEL	DORM	PRIVATE HOME	OTHER	\$
FOOD	INDIVIDUAL MEALS		GROUP MEALS		OTHER	\$
OTHER COSTS	SPECIFY:					\$
					<b>TOTAL COST OF TRIP</b>	\$
<b>SOURCE OF FUNDS</b>						
BUILDING BUDGET ACCOUNT #			\$	INDIVIDUAL STUDENT		\$
STUDENT BODY ACCOUNT #			\$	OTHER (SPECIFY)		\$
					<b>TOTAL SOURCE OF FUNDS</b>	\$
<b>PRE-TRIP REQUIREMENTS</b>						
I WILL GIVE THREE (3) DAYS' WRITTEN NOTICE TO STAFF PRIOR TO TRIP.						
I WILL ACQUIRE A PERMISSION SLIP FOR EACH STUDENT: LEAVE ONE COPY W/OFFICE; RETAIN ORIGINAL FOR TRIP.						
I HAVE HAD MY CURRENT CLASS LIST REVIEWED FOR HEALTH CONCERNS AND HAVE ANY NEEDED EMERGENCY ACTION PLANS.						
I HAVE BEEN TRAINED BY THE SCHOOL NURSE TO ADMINISTER MEDICATIONS.						
I HAVE A FIRST AID KIT FOR EVERY VEHICLE.						
SCHOOL NURSE IS AWARE OF TRIP AND WILL REVIEW STUDENT LIST FOR HEALTH CONCERNS & MEDICATIONS PRIOR TO DEPARTURE.						
<b>APPROVALS (REQUIRED— 2 WEEKS IN ADVANCE OF TRIP FOR DAY TRIP / 4 WEEKS IN ADVANCE FOR OVERNIGHT)</b>						
PRINCIPAL		DATE		SCHOOL NURSE		DATE
<b>ASSISTANT SUPERINTENDENT &amp; SUPERINTENDENT APPROVALS REQUIRED FOR OVERNIGHTS AND/OR HIGH RISK TRIPS OR ACTIVITIES</b>						
ASSISTANT SUPERINTENDENT		DATE		SUPERINTENDENT		DATE
<b>DATE OF BOARD APPROVAL (REQUIRED FOR OVERNIGHT)</b>						