

HEMPSTEAD UFSD – FIELD TRIP DESCRIPTION & APPROVAL FORM

This application is to be submitted for approval*
prior to making any arrangements** for your trip

DESCRIBE THE TYPE OF FIELD TRIP:

In State/Overnight*** _____
Out of State/Overnight*** _____
Out of Country*** _____

APPROVAL(S)/SIGNATURE(S) NEEDED:

Principal, Superintendent, Parent/Guardian & Board of Ed.
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EDUCATIONAL RELATIONSHIP:

School: _____
Teacher's Name: _____
Destination: _____

Today's Date: _____
Date(s) of Trip: _____
Address: _____
City: _____ State: _____

PURPOSE OF THE TRIP: _____

How is this trip related to the curriculum/state standards and lesson objectives: _____

Student activities to be done to prepare for the trip: _____

Student activities to be done during the trip: _____

Student learning activities to be completed after the trip: _____

WHO'S GOING?***

Number of Students: (Girls) _____ (Boys) _____ Number of Chaperones: (Females) _____ (Males) _____

MODE OF TRANSPORTATION: (Automobile) _____ (Bus) _____ (Train) _____ (Airline) _____

Transportation arranged by: _____ Date: _____

Signature

APPROVALS:

*Principal: _____ Date: _____

*Superintendent/or Designee: _____ Date: _____

Date on BOE docket: _____ Date approved by Board: _____ Parental approval requested: _____

**This includes arranging for transportation.

***Overnight trips require a sufficient number of female & male chaperones to cover the female and male students.

Note: Use a blank sheet if additional space is needed to describe the relevance of the field trip to the curriculum