

**APPLICATION FOR APPROVAL OF A FIELD TRIP**  
BOARD OF EDUCATION POLICY COMMITTEE  
2012-2013 School Year  
*Applications due to Cheri Helsel by June 1, 2012*

---

Name of teacher making application

---

Date and Time of Trip

---

Class(s) that will be participating in the trip

Description of the trip for which you are making application including departure time and time for arrival back at school:

Purpose and goals for the trip (link to the curriculum?):

Describe necessary transportation arrangements:

Will students miss other classes or school activities? If so, what arrangements will be made to insure appropriate make up of missed class activities or assignments?

What provisions will be made for students who are unable to participate?

Describe student supervision including number of chaperones, who will chaperone and chaperone responsibilities:

Supply detailed costs for the trip:

How will the trip be funded?