



**MOUNT VERNON SCHOOL DISTRICT
Field Trip Preliminary Approval Form**

School: _____

Trip Destination(s): _____

Date(s) of Trip(s): _____

Departure Time: _____ am/pm Return Time: _____ am/pm

Teacher/Club/Sponsor(s): _____

Educational benefit of the trip: _____

Activities planned during the trip: (be specific and note all activities)

Related brochures/information attached: Yes _____ No _____

Preliminary trip itinerary attached? Yes _____ No _____

Does field trip involve any of the following: Yes _____ No _____

- Swimming, boats or in/around water
- Remote locations/hiking
- Outdoor education
- Animals
- Air travel
- Motorized activities

Estimated # of students: _____ Age level of students: _____

Student/chaperone ratio: _____ # of chaperones needed: _____

Any special qualifications of chaperones needed? Yes _____ No _____

If Yes – List special qualifications: _____

-over-

Means of travel:

School Bus (preferred), # needed? _____

Other (list): _____

Food provided how? _____

Housing needed? Yes _____ No _____

If Yes, what type and where? _____

Details of proposed budget and how trip will be financed:

Will fundraising be needed? Yes _____ No _____
(If Yes, attach a fundraising plan)

Date Submitted: _____ Sponsor's Signature: _____

Reviewed field trip plan with principals on: _____

The following is needed: _____

Preliminary administrative approval received:

Date Approved: _____ Principal's Signature: _____

Submit to Superintendent or School Board for approval? Yes _____ No _____

Superintendent or School Board approval received on: _____

Additional forms may need to be completed:

Field Trip Checklist

Assumption of Risk/Permission to Participate

Transportation Request

Student Field Trip Request (2320F) for
student out/state, international and
overnight in-state travel

Field Trip Kitchen Request