

Gardner Public Schools Field Trip Approval Form

(This form must be completed for all field trips and signed by the building principal before it is forwarded to the Superintendent for approval.)

School _____

Person(s) Responsible for Organizing Trip _____

Grade or Class _____

Number of Students Attending _____

Destination _____

How does the trip relate to the curriculum or to the school-sponsored or school-approved extra-curricular activity (i.e., band, student council, and so on)?

Departure date/time/place _____

Return date/time/place _____

Transportation Provider _____ Cost of Transportation _____

Cost of Activity _____

How will the cost of transportation and activity be paid? _____

Ratio of chaperones to students _____

Sample Parent Permission Slip Attached: _____yes _____no

Emergency Phone Contact List _____yes _____no

School Nurse _____ Date _____

Principal _____ Date _____

Superintendent _____ Date _____

Part Two: This section of the form must be completed for all overnight trips/activities, Out-of-State Trips, and Out-of-Country Trips. All trips of this nature must be submitted for School Committee review and approval sixty (60) days prior to the scheduled event.

Supervision plan (attach)

Behavior contract as necessary – principal’s decision (attach)

Medical release forms obtained _____yes _____no

Daily Itinerary (attach)

Health Care Professional Attending_____

Administrator Attending_____

The procedures of this form are in accordance with the Policy of the Gardner Public School Committee on Field Trips.

[Revised: January 2006]