

CUBA INDEPENDENT SCHOOL DISTRICT



SPONSOR FIELD TRIP APPROVAL FORM

This form must be submitted to the Principal a minimum of two weeks prior to the scheduled trip.

Approval of the School Principal is required for school events that involve taking students off school property and must be obtained before students are informed of the field trip and before permission slips are sent home to families.

Events sponsored or coordinated by a school must be related to a specific school activity with defined goals and objectives and must be properly supervised. All school trips must comply with board policy.

PLEASE NOTE: Overnight travel and out-of-state travel require school board approval.

TODAY'S DATE: _____

ACTIVITY SPONSOR: _____

GRADE LEVEL: _____

ACTIVITY/DESTINATION: _____

DATE(S) OF ACTIVITY: _____

DEPARTURE TIME: _____ RETURN TIME: _____

CURRICULUM JUSTIFICATION: _____

LESSON PLAN ATTACHED: YES NO (IF NO, REASON): _____

TRANSPORTATION TO BE USED: _____

ESTIMATED DISTRICT COST: _____

ESTIMATED STUDENT COST: _____

Supervising teacher/sponsor/coach responsibilities include:

- Supervision of students at all times
- Transportation/Bus Request
- Meal Request
- Requesting Purchase Order(s) necessary for field trip

SUPERVISING TEACHER/SPONSOR/COACH SIGNATURE: _____

PRINCIPAL APPROVAL

YES PRINCIPAL SIGNATURE: _____ DATE: _____

NO IF NO, REASON: _____