

# Field Trip Application Short Trip



**For trips involving 3 days or less within BC and Washington State. Approved by the Principal.**

- 1. School \_\_\_\_\_
- 2. Sponsoring Teacher(s) / Coach (es) \_\_\_\_\_
- 3. Date of Excursion and Number of Instruction Days Used (if any) \_\_\_\_\_
- 4. Departure and Arrival Times \_\_\_\_\_
- 5. Destination \_\_\_\_\_
- 6. Description of Activity (name of event, program/team involved, etc.) \_\_\_\_\_  
\_\_\_\_\_
- 7. Number and Grade Level of students' \_\_\_\_\_
- 8. Curriculum Relatedness \_\_\_\_\_  
\_\_\_\_\_
- 9. Supervision (names & indicate whether parent or teacher) \_\_\_\_\_  
\_\_\_\_\_
- 10. Method of Travel/Carrier(s) \_\_\_\_\_  
\_\_\_\_\_
- 11. Describe the accommodation arrangements, if applicable. (If your students are being billeted, a contact name is needed for each billet.) \_\_\_\_\_  
\_\_\_\_\_
- 12. Are Parent Consent forms being completed for all students? \_\_\_\_\_
- 13. List the liability arranges in place
  - Accident Insurance \_\_\_\_\_
  - Health Insurance \_\_\_\_\_
  - Cancellation Insurance \_\_\_\_\_
- 14. Describe the Emergency Response Plan / First Aid Arrangements in place \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 15. Cost per student:        \$ \_\_\_\_\_    Total cost of trip:        \$ \_\_\_\_\_
- 16. Are any students being excluded for lack of finances or other reasons? \_\_\_\_\_
- 17. What classroom activity or process will enable you to evaluate the education value of the trip?  
\_\_\_\_\_  
\_\_\_\_\_
- 18. Substitute Teacher arrangements? \_\_\_\_\_

\_\_\_\_\_  
Teacher(s) Signature

\_\_\_\_\_  
Principal's Approval

\_\_\_\_\_  
Date Approved