Field Trip Application Short Trip

Mission Public Schools

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