

FIELD TRIP PLANNING/APPROVAL FORM

Teacher: Ginn/Golden/Fig

Class or Group: K, 1st, & 2nd grade

Objective of Field Trip: End of year celebration

Date(s) of Trip: Monday June 3rd

Time Leaving: 10³⁰ Time Returning: 2pm

Destination: CYO pool

Other places you may go during the Field Trip: _____ 18+23+20

Bus Required? Yes _____ No / # of students/staff 61+6=67

Parent Chaperones? Yes X No _____

If yes: Please submit list to office for verification of volunteer status

Parent Drivers? Yes _____ No X

If yes: Please submit list of drivers to the office for verification of insurance.

School Lunches? (please notify kitchen at least 7 days prior to trip)

Yes X No _____ # _____

Staff Attending Field Trip (subject to prior approval):

Tami, Shanena, Olivia, Allie R

Requested by: _____

Date: _____

Approved by: [Signature]

Date: 6/30/24

Board Approved: _____

Date: _____

May board mtg.

Important information:

1. Form must be completed by teacher and have final approval at least 10 days before the Field Trip
2. Field Trips requiring Board Approval:
 - ~Overnight
 - ~ In, on or near water**

Please check with office for deadline for board agenda