

## Application for Approval of an Overnight Trip

### Field Trip Request Form

For overnight **trips**, prior approval from Director of Schools **AND** from the Board is required. Board work sessions (when called) are the 1<sup>st</sup> Monday of each month and board meetings are the 2<sup>nd</sup> Monday of each month. To ensure approval, signed paperwork should be submitted to DOS at least 7 days prior to scheduled meeting.

Date(s) of Trip	
School	
Team/Class/Organization	
Reason/Rationale for Trip	
Departure/Return Times	
Professional in Charge	
Professional's Cell #	
Destination & City	
# Passengers	
Bus Driver	
Bus Driver's Cell #	
Bus #	
School Nutrition Notified	

If CTE system-wide funding is requested, include cost estimation \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Director of Schools Approval \_\_\_\_\_ Date \_\_\_\_\_

Board Approval Date \_\_\_\_\_

When applicable, available system-wide CTE funds: \_\_\_\_\_ Yes \_\_\_\_\_ No

Per Supervisor of Secondary Education/CTE \_\_\_\_\_

Forward form to Transportation Supervisor after Director of Schools and Board have approved.

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Chaperones (Administrative Procedure – 4.302.6)

Day Trips: Minimally, one (1) chaperone for every ten (10) students

Overnight Trips: Minimally, one (1) chaperone for every five (5) students

All associated Administrative Procedures must be used, including the form titled 'Parental Permission Form including Emergency/Medical Information'.