

NORWALK PUBLIC SCHOOLS

Request for School Sponsored Trip
 Out-of-State/Overnight/Abroad Field Trips
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Approval for School Sponsored Trips		
Type of Trip	Approved By	Submission
Out of State and/or Overnight (1-2 days)	Chief of School Operations	At least 1 months prior
Trips of 3 days or more (domestic)	Superintendent and Board of Education	At least 2 months prior
Trips Abroad	Superintendent and Board of Education	At least 4 months prior

Please Note: No planning, arranging of fund raising may take place until approval is secured.

Requests for field trips will not be approved if they are not submitted in accordance with Board of Education Policy (see chart at left).

The Board of Education reserves the right to withdraw approval of a previously approved field trip where such action is warranted in the judgment of the Board because of changed circumstances.

All requests for school field trips MUST be approved by principal before it's submitted to Chief of School Operations.

General Information	
School: _____	Submission Date: _____
Faculty Leader/Advisor: _____	Group/Grade: _____
Proposal to take a field trip to _____ <small style="text-align: center;">Include place/event and location</small> on the following dates (specify if dates involve regular school days):	
Date/Time of Departure	Date/Time of Return
_____ _____	
The trip will include the following numbers of students _____ in the following grades or classes _____ .	
Purpose	
ATTACH explanation as to how this relates to the curriculum: give specific instructional objectives to be met through the trip and the itinerary.	
Chaperones	
List below the names of chaperones (include titles i.e., teacher, parent, etc.) and the ratio of chaperones to students – ratio should be no greater than 10:1. (Use additional sheet if needed)	
Name	Title
Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Ratio: _____ : _____	

Transportation and/or Accommodation Arrangements

Provision for handicapped

Yes No

Funding

Cost of trip per student \$ _____ .

Financial aid provisions _____

Approved by:

Principal _____ Date _____

Chief of School Operations _____ Date _____

Domestic trips of 3 days or more and/or trips out of the country MUST be approved by:

Superintendent _____ Date _____

Action by Board of Education _____ Date _____

Record of performance of coach company check by transportation director

_____ Date _____