

BRISTOL VIRGINIA PUBLIC SCHOOLS  
Request for Field Trip **Over 150 Miles One-Way**

School: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Trip/Purpose: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Destination: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Teacher/Sponsor: \_\_\_\_\_

List of Chaperones, if any: \_\_\_\_\_  
\_\_\_\_\_

List of Students Attending: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lodging Arrangements:

Place: \_\_\_\_\_ Cost per Day: \_\_\_\_\_

Source of Funding: \_\_\_\_\_

Eating Arrangements: \_\_\_\_\_

Source of Funding: \_\_\_\_\_

Transportation:

Type: \_\_\_\_\_ Cost per Day: \_\_\_\_\_

Source of Funding: \_\_\_\_\_

	PROJECTED COST	SOURCE OF FUNDING
1. Student		
2. School		
3. Division		
TOTAL		

\_\_\_\_\_  
Signature of Teacher/Sponsor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

**SUPERINTENDENT'S ACTION:**

\_\_\_\_\_ Approved \_\_\_\_\_  
Superintendent's Signature for Approval Date

\_\_\_\_\_ Disapproved \_\_\_\_\_  
Superintendent's Signature of Disapproval Date

**BOARD ACTION:**

\_\_\_\_\_ Approved \_\_\_\_\_  
Date of Board Meeting

\_\_\_\_\_ Disapproved \_\_\_\_\_  
Date of Board Meeting

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**BRISTOL VIRGINIA PUBLIC SCHOOLS**

**Educational Basis for Field Trip**

*(All Information Must Be Typed)*

**School:** \_\_\_\_\_

**Activity:** \_\_\_\_\_

Indicate SOL's and specific objectives to be achieved, instructional activities in preparation for the trip, follow-up activities, and evaluation methods to be used to determine whether objectives were achieved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This form **MUST** be attached to **ALL** field trip requests.

Date: \_\_\_\_\_ Teacher/Sponsor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Approved by Principal: \_\_\_\_\_