

Columbus Municipal School District
FIELD TRIP/ACTIVITY INFORMATION AND REQUEST SUBMISSION FORM

Exact Destination : _____ Activity/Place/Organization/City/State
Emergency Phone Nmbr _____

Date(s) of Trip : _____ Departure Time : _____ Return Time _____

Trip Sponsor(s): _____

No. of Students: (M) _____ (F) _____ (T) _____ No. of Adults: (M) _____ (F) _____ (T) _____
(Required: 1 Adult to each 8 Students)

Parental Notification/Permission Forms on File: Yes / No (Circle One)

If No, Explain _____

SIGNED FORM PER CHILD MUST BE ON FILE PRIOR TO DEPARTURE

(Please note: If trip is outside of school hours or involves out-of-state travel sponsor must carry copies of student emergency forms on the trip.)

Mode of Transportation: _____
(If other than school district bus, copies of valid drivers license and certificate of insurance must be attached to this form.)

Objectives of Trip: _____

Student Activities on Trip: _____

Special Provisions/Precautions: _____

Per Student Cost: _____ Cost to be paid by: _____

Account Code: _____

An inquiry was conducted to determine if other events and/or activities will be occurring at the visit site, during the students' presence. Findings were (Check one of the following)

_____ none are scheduled
_____ scheduled: _____

Sponsor(s) Signature(s) Date

Principal's approval statement: After review of the above provided information and discussion of the plans for the trip with the sponsor I hereby grant/recommend approval/disapproval.
(Circle One) (Circle One)

Principal's Signature Date

Superintendent's approval statement: After review of the above provided information, I hereby grant/recommend approval/disapproval.
(Circle One) (Circle One)

Assistant Superintendent's Signature Date

School Board Approval/Disapproval _____
(Circle One) Date

In-town trips are approved by the Principal only. **Out-of-town trips** need approval of the Asst. Superintendent. **Overnight or Out-of-state trips** must be approved by the School Board. (Requests must be submitted 5 school days prior to the regular monthly board meeting or may not be approved.)