

**WALLA WALLA PUBLIC SCHOOLS
SCHOOL SPONSORED FIELD TRIP PRELIMINARY APPROVAL FORM**

School: _____

Trip Destination: _____

Date(s) of trip(s): _____

Departure time: _____ am/pm Return time: _____ am/pm

Club/Sponsor(s): _____

Educational benefit of the trip:

Activities planned during the trip:

Related brochures/information attached? Yes No

Preliminary trip itinerary attached? Yes No

Does the trip involve higher risk activities: Yes No

- | | |
|---------------------------------------|------------------------------|
| - Swimming, boats, or in/around water | - Animals |
| - Remote locations/hiking | - Motorized activities |
| - Outdoor education | - Other high risk activities |

If so, please explain:

Estimated # of students: _____ Age level of students: _____

Student/chaperone ratio: _____ # of chaperones needed: _____

Any special qualifications of chaperones needed? Yes No

List those special qualifications: _____

Means of travel: School bus (preferred), # needed? _____

Other (list): _____

Food provided how? _____

Housing needed? Yes No

If yes, what type and where? _____

Details of proposed budget and how trip will be financed:

Will fundraising be needed Yes No
(If yes, attach a fundraising plan)

.....
Sponsor's Name (printed): _____

Date Submitted: _____ Sponsor's Signature: _____

Reviewed field trip plan with principal on: _____

The following is needed:

Principal's Signature Date Administrative Approval of Trip:
Approved Not Approved

If High Risk, out of State, or Overnight Trip:

Assistant Superintendent Signature *Date* *Administrative Approval of Trip:*
Approved Not Approved

If Out of Country Trip:

Assistant Superintendent Signature *Date* *Administrative Approval of Trip:*
Approved Not Approved