

REQUEST FOR BOARD OF EDUCATION APPROVAL FOR FIELD TRIPS AND EXCURSIONS

Field trips requiring Board Approval include those that are near water, out-of-state, overnight, or have a student cost of \$250 or more.

For questions, contact Michelle Mahaney // mmahaney@carmelunified.org

School, Department or Student Organization: _____

Teacher(s): _____ Grade(s): _____

Event/Activity: _____

Destination Address: _____

Event Contact Person: _____ Phone: _____

Departure Day: _____ Date: _____ Time: _____

Return Day: _____ Date: _____ Time: _____

Overnight Field Trip? Yes No Out of State Field Trip? Yes No Near Water? Yes No

Curricular Objective of Trip: _____

Mode of Transportation: Private Car District Bus District Van Charter Bus

Special Needs: _____

If using District Transportation, has the reservation been obtained? Yes No

Have student Medical Releases been obtained? Yes No

Have Parental Permission Releases been obtained? Yes No

If out-of-state/country, have signed waivers been obtained? Yes No

Number of students attending: _____

Conditional: District Transportation Charge:

Approximate cost to district: _____

Approx. Miles **Roundtrip:** _____ X .49¢ = \$ _____

Field Trip Funding Source: _____

Transportation Funding Source: _____

Approximate cost to students: _____ Reason: _____

Number of day(s) students will be absent from regular classes: _____

Names of chaperones (continue on back of page if necessary):

Additional Comments:

Teacher Signature **Date**

Principal Signature **Date**

Chief Academic Officer **Date**

Chief Business Official **Date**

Superintendent Signature **Date**

Board Approval Date: _____ **Board Denial Date:** _____

Reason: _____