

# Field Trip Approval Form

(This form must be completed for all field trips and signed by the building principal before it is forwarded to the Superintendent for approval.)

School \_\_\_\_\_

Person(s) Responsible for Organizing Trip \_\_\_\_\_

Grade or Class \_\_\_\_\_

Number of Students Attending \_\_\_\_\_

Destination \_\_\_\_\_

How does the trip relate to the curriculum or to the school-sponsored or school-approved extra-curricular activity (i.e., band, student council, and so on)?

Departure date/time/place \_\_\_\_\_

Return date/time/place \_\_\_\_\_

Transportation Provider \_\_\_\_\_ Cost of Transportation \_\_\_\_\_

Cost of Activity \_\_\_\_\_

How will the cost of transportation and activity be paid? \_\_\_\_\_

Ratio of chaperones to students \_\_\_\_\_

**On Campus trip without transportation**

Sample Parent Notification Letter Attached: \_\_\_\_\_yes \_\_\_\_\_no

**Off Campus trip with or without transportation**

Sample Parent Permission Slip Attached: \_\_\_\_\_yes \_\_\_\_\_no

Emergency Phone Contact List \_\_\_\_\_yes \_\_\_\_\_no

School Nurse \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

**Part Two: This section of the form must be completed for all overnight trips/activities, Out-of-State Trips, and Out-of-Country Trips. All trips of this nature must be submitted for School Committee review and approval sixty (60) days prior to the scheduled event.**

**Supervision plan (attach)**

**Behavior contract as necessary – principal’s decision (attach)**

**Medical release forms obtained \_\_\_\_\_yes \_\_\_\_\_no**

**Daily Itinerary (attach)**

**Health Care Professional Attending**\_\_\_\_\_

**Administrator Attending**\_\_\_\_\_

*The procedures of this form are in accordance with the Policy of the Gardner Public School Committee on Field Trips. Staff supervising students will bring a copy of their building’s Medical Behavioral Emergency Response Plan to follow in the case of a medical or behavioral emergency.*

[Revised: January 2006]

[Reviewed: September 2013]

[Reviewed: October 2024]

[Revised: February 2026]