**FIELD TRIP APPROVAL FORM**

1. Submit this form to the relevant Division Principal for approval to conduct the proposed Field Trip, at least two weeks prior to the proposed trip date.
2. Once approved, ensure the trip is added to the calendar.
3. Review and follow Field Trip Planning Process on Portal (cut and paste from this document as needed when completing Field Trip Form):



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| --- | --- |
| Name of proposed trip: |  |
| Faculty member name: |  |
| Educational objectives: |  |
| Date(s) of trip: |  |
| Location(s): |  |
| Grade level(s): |  |
| Number of participants: |  |
| Additional faculty attending: |  |
| Outline of proposed itinerary: |  |
| Proposed transport: |  |
| Associated costs: |  |
| Proposal for covering costs: | (e.g. student payment or particular budget…) |
| Class blocks students will miss: |  |
| Faculty class coverage requirements: | (please note if you have a plan in place for coverage) |

Division Principal Name:

Division Principal Signature:

Date: