

**RUSSELL COUNTY BOARD OF EDUCATION
PRELIMINARY REQUEST FOR
OFF-CAMPUS STUDENT ACTIVITY**

The Preliminary Request should be approved by the Principal prior to making any firm commitments for tickets, transportation, or chaperones.

To: Principal _____ Date: _____

From _____

Preliminary plans have been made to take _____
(Group/Club)

to _____ on _____
(Destination) (Day/Date)

Planned time to leave school _____ Planned time to return to school _____

I have determined that _____ boys and _____ girls plan to go on the field trip.

I have determined that I have _____ Special Needs students.

I have ascertained that the following teachers or parents will be chaperones.

I have estimated that the cost of the trip, including transportation to be approximately \$ _____. Total cost for each pupil is \$ _____. Local school account to be charged _____

A signed permission slip from pupil's parent(s) or legal guardian giving approval to the above information and field trip will be secured from each pupil.

I will furnish the secretary THE DAY BEFORE THE TRIP, AT THE LATEST, the names of the students and chaperones who will be making the trip. I will also give the secretary a list of the students who do not plan to take the trip.

(Signature of Teacher)

(Approval of Principal)

TEACHER'S FIELD TRIP CHECKLIST

Destination/Address _____

Reservations Made / Confirmed _____ Phone Number / Representative _____

Cost Per Student _____ Cost Per Adult _____ Itinerary Approved _____

Cost Per Meal _____ Cost Per Meal _____ Parents Informed _____

Other Costs _____ Other Costs _____ Permission Slips _____

Cafeteria Notified _____ Name Tags _____ Bus Reserved _____

Report to Office _____

Plans for student(s) who will not take trip: _____