



## VOLUNTARY EXCURSION/FIELD TRIP INFORMATION

**Check One:**

One Day, School Day \_\_\_\_\_

One Day, Non-School Day \_\_\_\_\_

Overnight Trip of Nights \_\_\_\_\_

Out-of-State Trip \_\_\_\_\_

Trip to Foreign Country \_\_\_\_\_

Number of Students: \_\_\_\_\_

Educational Benefit/Purpose of

Trip \_\_\_\_\_

\_\_\_\_\_

Destination(s): \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

Other Adults on Trip: \_\_\_\_\_

Transportation:

District Vehicle: \_\_\_\_\_

Hired Vehicle \_\_\_\_\_

Private Passenger Vehicle: \_\_\_\_\_

Person in Charge: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Board of Trustees (if necessary):

Clerk/Secretary: \_\_\_\_\_ Date: \_\_\_\_\_