

## AREA FIELD TRIP AUTHORIZATION FORM

AREA \_\_\_\_\_

SCHOOL NAME \_\_\_\_\_ DATE \_\_\_\_\_

GROUP REQUESTING TRIP \_\_\_\_\_

### FIELD TRIP INFORMATION

<p style="text-align: center;"><b>CHECK ONE BOX BELOW</b></p> <p><input type="checkbox"/> Local (Tri-County)</p> <p><input type="checkbox"/> Out of County</p> <p><input type="checkbox"/> Outside United States</p>	<p style="text-align: center;"><b>CHECK ONE BOX BELOW</b></p> <p><input type="checkbox"/> One Day</p> <p><input type="checkbox"/> Overnight</p>	<p style="text-align: center;"><b>CHECK ONE BOX BELOW</b> Water-Related Activity</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p>Name of Approved Vendor _____</p>
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DEPARTURE Date \_\_\_\_\_ Time \_\_\_\_\_ No. School Days \_\_\_\_\_

RETURN Date \_\_\_\_\_ Time \_\_\_\_\_

DESTINATION Event \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Country \_\_\_\_\_

PURPOSE/EDUCATIONAL OBJECTIVES \_\_\_\_\_

ITINERARY - Briefly state itinerary for one-day trips in space below. (Attach Detailed Itinerary For All Overnight Trips): \_\_\_\_\_

NO. OF STUDENTS \_\_\_\_\_ Grade(s) \_\_\_\_\_

\_\_\_\_\_ No. of Males  
\_\_\_\_\_ No. of Females  
\_\_\_\_\_ No. of Males & Females

CHAPERONES No. of Male Chaperones \_\_\_\_\_ No. Of Female Chaperones \_\_\_\_\_

METHOD OF TRAVEL: LEVEL I \_\_\_\_\_ LEVEL II \_\_\_\_\_

Private Vehicle     Rental Vehicle     Airplane

Train     BCPS School Bus     Chartered Bus (Name) \_\_\_\_\_

Other (Explain) \_\_\_\_\_

Travel Agent:  No     Yes    Name \_\_\_\_\_

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Faculty Member in Charge \_\_\_\_\_

Principal's Approval \_\_\_\_\_ Date \_\_\_\_\_

<p style="text-align: center;"><b>Area Superintendent's Review</b></p> <p>_____ Approved    _____ Not Approved</p> <p>_____ Area Superintendent                      Date</p>	<p style="text-align: center;"><b>Superintendent's Review (if required)</b></p> <p>_____ Approved    _____ Not Approved</p> <p>_____ Superintendent                              Date</p>
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