

GADSDEN CITY SCHOOLS

FIELD TRIP REQUEST FOR APPROVAL

All field trips must be approved by Gadsden City Board of Education Central Office Personnel.

Check Type	Type of Field Trip	# days required for approval
	Local	30-days
	In-State (1 day)	30-days
	In-State (overnight)	30-days
	Out-of-State (1 day)	30-days
	Out-of-State (overnight)	45-days (requires Board approval)

An initial list of students participating, quotes and support documentation must be attached to this request. Prior to departure, a final list of participating students must be submitted to the principal's office AND nurse. Notification of approval or denial will be sent to the person submitting the request and the principal.

Date of Request: ____/____/____ School Name: _____

Name of Class/Group: _____ Destination (include stops): _____

Date(s) of Trip: _____ Departure Time: _____ Return Time: _____

Brief Description of the Educational Learning Experience: _____

Number of Students: _____ Number of Chaperones: _____ Number of School Days Missed: _____

Admission \$ _____ Transportation \$ _____ Food \$ _____ Lodging \$ _____

Sub (s) \$ _____ **Total Estimated Cost of Trip: \$ _____** Cost of Trip per person: \$ _____

Amount Charged to Students \$ _____ (Purchase order numbers can be added once approved.)

Funding Source(s): _____ Amount to charge \$: _____ PO#: _____

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My signature indicates I understand deposits, registrations, or other expenditures will not be paid until the school activity account or district funding account has sufficient funds to cover the expense.

Requesting Teacher's Signature

Date: _____

Principal's Signature of Approval

Date: _____

Elementary: Approved by Sharon Maness / Funding Supervisor

Date

Secondary: Approved by Marcia Farabee / Funding Supervisor

Date

Approved by Superintendent

Date

For out-of-state (overnight) trips the GCBOE: ☐ **Approved** ☐ **Denied** **Date of Action:** _____

Trip Date: _____
School: _____
Destination: _____

Trip Date: _____
School: _____
Destination: _____

School:

Destination:

Sub Required?

Frontline Confirmation #

[illegible]

Estimated Number of parents attending if any:

Sub GL#

Sub GL#

Schedule of times leaving, returning, other stops, etc.

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