



<b>POLICY NUMBER:</b>	<b>APP.B.GSA.E.22</b>	<b>APPROVAL DATE:</b>	<b>LAST REVISED:</b>
		<b>February 4, 2002</b>	<b>September 2, 2008</b>

FINAL APPLICATION FOR OVERNIGHT FIELD TRIP

Name of School: \_\_\_\_\_ Principal: \_\_\_\_\_  
Teacher in Charge: \_\_\_\_\_  
Destination of Trip: \_\_\_\_\_ Tour Operator: \_\_\_\_\_  
Departure Date: \_\_\_\_\_ Date of Return: \_\_\_\_\_  
Estimated Cost to Student \$ \_\_\_\_\_ Estimated Cost to School/Board \$ \_\_\_\_\_

Description of arrangements made to minimize the impact of the trip on the regular school program.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The Following documents are attached.**

- The names of all participating students.
- The names of the adult supervisors.
- The name of the teacher in charge of the trip.
- A complete itinerary, including: stopping places, phone numbers, and dates.
- The requirements outlined in the regulations to policy GSA.E.22 have been met.

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**Final Approval**

Date: \_\_\_\_\_ Principal: \_\_\_\_\_  
Date: \_\_\_\_\_ Superintendent: \_\_\_\_\_

Please Note: This application needs to be submitted 2 months prior to departure date.