

**Independent School District No. 624
White Bear Lake, MN 55110**

REQUEST FOR FIELD TRIP

Date Submitted _____ School _____

Sponsoring Organization or Class _____

Adult Advisor or Teacher _____

Destination _____

Dates of Field Trip _____

Number of class days students will miss _____

Number of students in class or organization not going on trip _____

Number of students going on trip _____

Means of transportation _____

Goal or purpose of trip (How it ties in with educational program) _____

Total Cost of the Trip _____

Sources of Revenue _____

Total Cost to Student _____

Recommended by Principal _____

Recommended by Assistant Superintendent _____

School Board Approved Not Approved Date _____

This form is to be used to submit a request for a field trip. See Policy 610.26.
***All extended trips must have prior Board approval before trip occurs.** NOTE: School Board meeting dates are posted on District website.