



# Manatee County School District Field Trip Request Form – Mandatory Form

Today's Date: \_\_\_\_\_ Field Trip Date: \_\_\_\_\_ School: \_\_\_\_\_

Date/Time of Departure from school: \_\_\_\_\_

Date/Departure time from field trip location: \_\_\_\_\_ Arrival time back at school: \_\_\_\_\_

Field Trip Coordinator \_\_\_\_\_

Trip Destination – Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Brief Description/Educational Purpose of the Trip: \_\_\_\_\_

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

### Field Trip Type:

- Type "A" (single or partial day trip in pre-approved category)
- Type "B" \* (single or partial day trip that requires District pre-approval)
- Type "C"\* (all overnight or out of state trips require additional approvals as defined in the signature section below)

\* Must submit to District Office for required pre-approval. See Page 5 of the School District Field Trip Handbook for timelines. Note that water-related field trips and Educational Tour Groups are Type "B." Please provide as much information as possible in this regard to expedite approval.

Group Going: \_\_\_\_\_ # of Students: \_\_\_\_\_ # of Chaperones: \_\_\_\_\_

### Type of Transportation:

\_\_\_\_\_ School Bus (bus requisition 20 days prior to trip)

\_\_\_\_\_ Special Needs Bus Is Required

\_\_\_\_\_ District Vans/Cars

\_\_\_\_\_ Walking

If walking, define route: \_\_\_\_\_

Are there sidewalks and pedestrian crossings? \_\_\_\_\_

\_\_\_\_\_ Charter Bus from Purchasing Department Approved List (Contact Purchasing) Rental Vehicle

\_\_\_\_\_ Educational Tour Group Name: \_\_\_\_\_ Contact Info: \_\_\_\_\_

\_\_\_\_\_ Other

The following information must be included for non-District transportation providers:

Name of Transportation Provider: \_\_\_\_\_

Address of Transportation Provider: \_\_\_\_\_ Phone \_\_\_\_\_

# Transportation Provider: \_\_\_\_\_ Year, Type, &

Make of Vehicles: \_\_\_\_\_

***Proof of personal automobile liability insurance, copy of driver's license and proof of successful completion of defensive driving course through Staff Development must be attached for all drivers.***

Funding/ Costs H \_\_\_\_\_  
Transportation Cost \_\_\_\_\_  
Other Cost \_\_\_\_\_  
Total cost of the trip \_\_\_\_\_

Internal Account # \_\_\_\_\_  
Admission Fee \_\_\_\_\_  
Cost per student \_\_\_\_\_

How Trip is Funded:  
\_\_\_\_\_ Discretionary \_\_\_\_\_ Students Pay \_\_\_\_\_ District \_\_\_\_\_ Internal Accounts \_\_\_\_\_ Other

**I have read the Field Trip Handbook and fully understand and accept my responsibilities as Field Trip Coordinator.**

\_\_\_\_\_  
*Signature of Field Trip Coordinator*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Principal Signature/Date  
(Initial Approval of Request)*

\_\_\_\_\_  
*Signature of Sponsor/Date*

\_\_\_\_\_  
*Final Principal Signature/Date  
(Acknowledgement that Field Trip  
Checklist form has been returned two days  
prior to Field Trip.)*

\_\_\_\_\_  
*Signature Depart./Team Chair/Date*

\_\_\_\_\_  
*Signature Activities Dir. (H.S)/Date*

**Type “B” and “C” Signature Approvals Below**

\_\_\_\_\_  
*Executive Director (Required for Type “B” and “C” Field Trips)*

\_\_\_\_\_  
*Director of Risk Management (Required for Type “B” and “C” Field Trips)*

\_\_\_\_\_  
*Deputy Superintendent of Instructional Services (Required for Type “C” Field Trips)*

\_\_\_\_\_  
*Superintendent (Required for Out-of-State Field Trips. **International Field Trips require Board approval**)*

***After receiving all necessary approvals for the Field Trip, complete the Field Trip Procedures Checklist (Appendix B) and return all documentation to the Principal at least two days prior to the trip.***