

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## FIELD TRIP APPROVAL FORM

PLEASE COMPLETE ALL OF THE NECESSARY INFORMATION ON THE ATTACHED REGULATIONS BEFORE SUBMITTING THIS FORM.

**THE TRIP ARRANGEMENTS CANNOT BE MADE WITHOUT BOARD OF EDUCATION APPROVAL**

School: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Grade Level & Subject: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Co-Curricular Activity/Group: \_\_\_\_\_

**Destination\*:** \_\_\_\_\_ Phone# \_\_\_\_\_

\*If co-curricular activity what is the rationale for missing instructional time? \_\_\_\_\_

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

**Description of Program:** \_\_\_\_\_

**How is this trip related to the curriculum at this grade level? Please be specific.**

**What academic preparation has been done prior to this trip?**

**List follow-up activities to be done in class after the trip.**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**How is this proposed trip the best method available for achieving the desired learning outcome?**

### Transportation Information

Means of Transportation: \_\_\_\_\_ Provider: \_\_\_\_\_

Cost: \_\_\_\_\_ Phone #: \_\_\_\_\_

Departure from School: \_\_\_\_\_ Arrival at Destination: \_\_\_\_\_

Departure from Destination: \_\_\_\_\_ Arrival at School: \_\_\_\_\_

### Total Cost Information

Admission/Registration Cost: \_\_\_\_\_ Cost to Parent: \_\_\_\_\_

Funding Source: \_\_\_\_\_

\*Please Check That You Have Read The Field Trip Policy Regulations 2340 Available On-Line Through The Intranet

**Names of Teachers:**

\*

**Names of Chaperones:**

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

**NURSE NEEDED YES**  **NO**

**DESTINATION ON APPROVED LIST**  **YES**  **NO**

\_\_\_\_\_  
APPROVED PRINCIPAL DATE

\_\_\_\_\_  
APPROVED CENTRAL OFFICE DATE APPROVED BY BOARD OF EDUCATION