

### FIELD TRIP REQUEST FORM

Program: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Staff Requesting Trip: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

Curricular Goals:

Departure Time from Site: \_\_\_\_\_ Returning Time to Site: \_\_\_\_\_

Number of: Children \_\_\_\_\_ Adults \_\_\_\_\_ Volunteers \_\_\_\_\_

List names of Reach Dane staff below:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_ 4) \_\_\_\_\_

**\*\*\*SPECIAL NEEDS\*\*\***

Transportation: \_\_\_\_\_ Food: Complete Field Trip Meal Form #524

Equipment: \_\_\_\_\_ Related Activities: \_\_\_\_\_

**\*\*\*FIELD TRIP RESPONSE\*\*\***

Supervisor Approval \_\_\_\_\_ Transportation Manager \_\_\_\_\_  
sign & date sign & date

Food Services Manager \_\_\_\_\_  
sign & date

\* Approved as Requested  
  \* Approved if Changed  
  \* Not Approved

**Procedure:**

- 1) Complete Field Trip Request form.
- 2) **Submit to Supervisor, who will review and sign and forward to the Transportation Manager and Food Services Manager if applicable.**
- 3) When request form is approved, send completed Field Trip Notification form to all parents.
- 4) Please remember to call the office on the day of your trip.
- 5) Take along first aid kit, emergency contact cards, cell phone, health condition report, child vests, and any medical equipment needed as documented in your Health Action Binders.
- 6) Enjoy the day.