

GADSDEN CITY SCHOOLS FIELD TRIP REQUEST FOR APPROVAL

All field trips must be approved by Gadsden City Board of Education Central Office Personnel.

Check Type	Type of Field Trip	# days required for approval
	Local	30-days
	In-State (1 day)	30-days
	In-State (overnight)	30-days
	Out-of-State (1 day)	30-days
	Out-of-State (overnight)	45-days (requires Board approval)

An initial list of students participating, quotes and support documentation must be attached to this request. Prior to departure, a final list of participating students must be submitted to the principal's office AND nurse. Notification of approval or denial will be sent to the person submitting the request and the principal.

Date of Request: ____/____/____ School Name: _____
 Name of Class/Group: _____ Destination (include stops): _____
 Date(s) of Trip: _____ Departure Time: _____ Return Time: _____
 Brief Description of the Educational Learning Experience: _____

Number of Students: _____ Number of Chaperones: _____ Number of School Days Missed: _____
 Admission \$ _____ Transportation \$ _____ Food \$ _____ Lodging \$ _____
 Sub (s) \$ _____ **Total Estimated Cost of Trip:** \$ _____ Cost of Trip per person: \$ _____
 Amount Charged to Students \$ _____ (Purchase order numbers can be added once approved.)
 Funding Source(s): _____ Amount to charge \$: _____ PO#: _____
 Funding Source(s): _____ Amount to charge \$: _____ PO#: _____

My signature indicates I understand deposits, registrations, or other expenditures will not be paid until the school activity account or district funding account has sufficient funds to cover the expense.

Requesting Teacher's Signature _____
Date: _____ **Principal's Signature of Approval**
Date: _____

Elementary: Approved by Sharon Maness / Funding Supervisor **Date**

Secondary: Approved by Marcia Farabee / Funding Supervisor **Date**

Approved by Superintendent **Date**
For out-of-state (overnight) trips the GCBOE: **Approved** **Denied** **Date of Action:** _____

