

**Section 7000 – Instructional Program**7490-R Field Trips and Excursions

7490-R-3

**SALINE ARE SCHOOLS  
EDUCATIONAL FIELD TRIP/EXCURSION REQUEST FORM**

The Saline Board of Education, through its policies, has established rules regarding field trips. **All educational overnight trips and trips outside of the United States must be approved by the Board.** Trips requiring Board approval are to be submitted at least 30 days before the scheduled trip and **prior** to confirming with students and parents/guardians that the trip will occur.

<b>Teacher/Sponsor Name:</b>	<b>Group Name:</b>
<b>Destination:</b>	<b>Mileage One-Way:</b>
<b>Date(s) of Field Trip:</b>	
<b>Departure Time:</b>	<b>Return Time:</b>
<b>Instructional objective and purpose of the trip:</b>  	
<b>Cost of the trip:</b>	
<b>How will students be transported?</b>	
<b>Number of students attending:</b>	
<b>Names of Chaperones (a minimum 1:8 ratio is required with a 1:4 recommended):</b>	
<b>Will substitute teacher(s) be required?</b>	<b>Yes</b>
<b>If Yes, explain.</b>	<b>No</b>
<b>Are there scholarship opportunities available?</b>	<b>Yes</b>
<b>If Yes, explain.</b>	<b>No</b>
<b>Superintendent Approval</b>	
Yes	No
_____	_____
<b>Signature</b>	<b>Date</b>
<b>Board Approval</b>	
Yes	No
_____	_____
<b>Signature</b>	<b>Date</b>

Saline Area Schools