

## Field Trip Planning and Request Form

PURPOSE	To plan for field trip including: ☞ Requests- food, transportation, resources. ☞ Approval- Supervisor, Area Manager ☞ Notification- Parent approval and participation
WHO/WHEN/ COMPLETED:	To be completed by requesting Child Development staff at least one month prior to anticipated trip date.
HOW TO FILL IT OUT:	1. Read over and complete bulleted tasks and location, objective and activities section. 2. Complete Field Trip Notification form and have parents sign on day of the field trip.
CHILD PLUS DATA ENTRY:	N/A
WHERE TO FILE:	Child's file.
IMPORTANT NOTES:	<b>MUST BE COMPLETED TWO WEEKS IN ADVANCE!</b> Prior to field trip planning, assure each child has signed permission in their file.  Bussing centers- bus drivers may obtain signatures during bus route. Self transport- place Field Trip Notification form on sign-in/out sheet.