

## GADSDEN CITY SCHOOLS FIELD TRIP REQUEST FOR APPROVAL

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

**Out-of-State (overnight) must be approved by Superintendent and Gadsden City Board of Education.**

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)

**A list of the names of chaperones attending this trip, a detailed itinerary and a breakdown of the estimated costs must be attached to this request. Prior to departure, a final list of participating students must be submitted to the principal's office.**

**Notification of approval or disapproval will be sent to the person submitting the request and the principal.**

Date of Request: \_\_\_\_/\_\_\_\_/\_\_\_\_ / Name of Class/Group: \_\_\_\_\_

Destination(s): \_\_\_\_\_

Brief Description of the Educational Learning Experience: \_\_\_\_\_

Date(s) of Trip: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Number of Students Involved: \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_

Number of Days of Trip: \_\_\_\_\_ Number of School Days Missed: \_\_\_\_\_

Cost of Trip per person: \$ \_\_\_\_\_ Total Estimated Cost of Trip: \$ \_\_\_\_\_

Funding Source(s): \_\_\_\_\_

**My signature indicates I understand deposits, registrations or other expenditures will not be paid until the school activity account has sufficient funds to cover the expense. I will follow all bookkeeping guidelines.**

\_\_\_\_\_  
Requesting Teacher's Signature

\_\_\_\_\_  
Principal's Signature of Approval

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

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

Always send request to Sharon Maness for elementary and Marcia Farabee for secondary.

\_\_\_\_\_  
Elementary: Approved by Sharon Maness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secondary: Approved by Marcia Farabee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by Superintendent

\_\_\_\_\_  
Date

For out-of-state (overnight) trips the GCBOE:  Approved  Denied Date of Action: \_\_\_\_\_

**OUT-OF-STATE (OVERNIGHT) Field Trips Require Board Approval**