



# South Vermillion Community School Corporation

800 West Wildcat Drive, Clinton, IN 47842 ☐ 765.832.2426 ☐ FAX: 765.832.7391  
www.svcs.k12.in.us

## ***Field Trip Request Form***

All field trips as defined in the South Vermillion Community School Corporation board policy manual must comply with the directives and expectations as set forth in the South Vermillion Community School Corporation board policy manual.

Field trips will be approved based on completion and submission of the following criteria:

- Pre- and Post- trip goals, objectives, and instructional plans. Academic standards should be included with this list.
- An itinerary of the trip must be submitted with the request form.
- A binder must be taken on each field trip and is the responsibility of the lead teacher. This binder shall include at minimum emergency contact information for each student, medical and allergy concerns, and consent for treatment forms.
- Contact information for at least one staff member designated as lead teacher must be provided in case of emergency.
- Completed forms must be submitted and approved at minimum 45 days prior to the field trip.

Employees of SVCS not directly required to attend field trips may attend as chaperones, however professional leave will not be granted. Chaperones not required to attend must use personal leave.

Field trip approval is at the discretion of the administration, and may be denied based on but not limited to the following:

- Test schedules
- Availability of transportation
- End of year activities

## ***Field Trip Request Form***

SCHOOL: \_\_\_\_\_  
GRADE/CLASS: \_\_\_\_\_

LEAD TEACHER: \_\_\_\_\_  
CONTACT NUMBER: \_\_\_\_\_  
SUPPORTING TEACHER(S): \_\_\_\_\_  
CONTACT INFORMATION: \_\_\_\_\_

DATE OF TRIP: \_\_\_\_\_  
NUMBER OF STUDENTS ATTENDING: \_\_\_\_\_

DESTINATION(S):  
\_\_\_\_\_

OBJECTIVE(S):  
\_\_\_\_\_

ACADEMIC STANDARDS TO BE ADDRESSED:  
\_\_\_\_\_

HOW THE TRIP WILL BE FINANCED:  
\_\_\_\_\_

COST PER ATTENDEE: \_\_\_\_\_

Please include an electronic copy of your pre- and post- trip objectives, as well as instructional plans and itinerary with this document.

\_\_\_\_\_  
BUILDING PRINCIPAL SIGNATURE

\_\_\_\_\_  
DATE APPROVED: Y / N

\_\_\_\_\_  
SUPERINTENDENT SIGNATURE

\_\_\_\_\_  
DATE APPROVED: Y / N