

## PROPOSAL FOR STUDENT FIELD TRIP

Destination/Location: \_\_\_\_\_

Address: \_\_\_\_\_

Itinerary: \_\_\_\_\_

\_\_\_\_\_

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

Departure time: \_\_\_\_\_ Approximate return time: \_\_\_\_\_

Method of transportation: \_\_\_\_\_

If St. Rita bus, Driver (Self or Other's Name): \_\_\_\_\_

Director of Facilities initials: \_\_\_\_\_ Cost (including transportation): \_\_\_\_\_

Moderator(s)/Chaperone(s): \_\_\_\_\_ Cell # \_\_\_\_\_

\_\_\_\_\_ Cell # \_\_\_\_\_

Name/Phone # of contact at site: \_\_\_\_\_

Proposed by: \_\_\_\_\_

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

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Dean of Student Leadership*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Dean of Academics*

*Please attach roster. Trip moderator is responsible for informing faculty of participants. Field trips during school hours must be signed by the principal. Field trips involving clubs or organizations must be signed by the director of activities.*