

Educational Tour Field Trip Proposal

1. Title Page

- **Title of the Educational Tour**
- **Proposed By:** (Institution/Organizer)
- **Date of Submission**

2. Introduction

- Overview of the tour and its relevance to the academic curriculum.
- Connection to specific subjects or learning goals.

3. Objectives

- Educational outcomes expected from the tour.
- Skill-building or experiential learning opportunities.

4. Destination Details

- Name of the location(s) to be visited.
- Educational significance of the site(s).

5. Proposed Schedule

- Date(s) and itinerary for the tour.
- Specific activities planned during the visit.

6. Participants

- Number of students, staff, and other attendees.

- Mention any academic level or specialization if applicable.

7. Logistics and Resources

- Transportation, accommodation, and meal plans.
- Additional materials or resources required for the tour.

8. Budget

- Breakdown of estimated costs, including travel, accommodation, entry fees, and meals.
- Overall cost per participant and total funding required.

9. Safety and Risk Management

- Steps to ensure safety during the tour.
- Contact information for local authorities or medical services.

10. Permissions and Approvals

- Parental consent forms (if applicable).
- Required approvals from school/institutional authorities.

11. Benefits of the Educational Tour

- Key takeaways for students or participants.
- Opportunities for knowledge enhancement and practical exposure.