



REQUEST FOR PRINCIPAL APPROVAL – DAY TRIPS

Please complete and submit to the Principal at least **THREE (3) WEEKS (Within Board) and ONE (1) MONTH (Out of Board Jurisdiction) prior to the date of the proposed excursion.** One copy will be returned to the teacher and another retained by the principal.

School: _____

Staff Organizer(s): _____

Grade(s) Involved: _____ Total No. of Students: _____

Proposed Dates: _____

Destination: _____

Address: _____

Telephone (+ area code): _____

Student/Supervisor Ratio: _____

Purpose of Excursion: _____

Pre-Excursion Activities: _____

Follow-up Activities: _____

FORM OF TRANSPORTATION: _____

Name of Transportation Co.: _____ Telephone No.: _____

Departure from School: Date _____ Time: _____ a.m. _____ p.m.

Return to School: Date _____ Time: _____ a.m. _____ p.m.

EXCURSION COST ANALYSIS AND BREAKDOWN MUST BE ATTACHED

TOTAL COST: _____ Cost for Student: _____

APPROVAL:

Staff Organizer (Print Name): _____

Staff Organizer Signature _____ Date: _____

Principal Signature: _____ Date: _____