



Manhattan Beach Unified School District

325 S. Peck Ave. • Manhattan Beach • California 90266
(310) 318-7345 • FAX (310) 303-3822

FIELD TRIP APPROVAL FORM

INSTRUCTIONS:

Complete both pages of this form and submit to your site supervisor. Field Trip Requests must be submitted at least 30 days in advance. Field trips must be approved, and each student must have a completed parent permission slip turned in to the field trip coordinator before going on the field trip. Be sure to keep a copy of this form for your files.

Note that Board Approval is required for all field trips that are overnight, out of state, or out of country, or that involve costs above \$25,000.

Field Trip Coordinator(s) Name(s) and Position(s): _____

Department and/or Site: _____ Request Date: _____

Name(s)/Grade Level(s) of Class(es) Participating: _____

Date(s)/Time(s) of Trip: _____ from _____ to _____

Total Number of Adults Attending: _____ Total Number of Students Attending: _____

Names (first and last) and Positions of Chaperones: _____

Destination Name and Address: _____

Educational Justification: _____

Contact Person at Destination: _____ Destination Phone #: _____

Total Cost of Field Trip (this figure should match the total approximate cost from the second page of this form) _____

Will parent donations be solicited? _____ Cost per Student _____

Have you checked the school and district calendars for
important events that students might miss if they participate in this field trip?

Have you called in your request for a substitute to the Sub Finder?

Have you filled out a Request for Sub form?

Have your students returned completed Parent Permission Slips to you?

I understand that my request is not granted until approved by site/district administration and that, once approved, costs may not exceed the above estimate without prior approval from an administrator. Reimbursements will be made in accordance with Board Policy and Administrative Regulation 3350. Upon returning from an approved event, attendee must complete an itemized Request for Reimbursement form and attach a copy of this form and all original itemized receipts for any out of pocket expenses. Submit to supervisor within 3 to 5 days of return. Expenses submitted without original itemized receipts will not be reimbursed.

Requestor Signature: _____

Date: _____

