

**BFCS High School Field Trip Request Form  
And Standard Operating Procedure**

**Eligibility:**

\_\_\_\_\_ A **class trip** counts as a grade and all students are eligible, except behavior concerns.

\_\_\_\_\_ A **club trip** is a privilege and all attendees must be academically eligible.

**Adviser/Teacher in Charge:** \_\_\_\_\_

**Class/Club** \_\_\_\_\_

**Date(s) of Trip:** \_\_\_\_\_

**Destination** \_\_\_\_\_

All out of state trips require school board approval

**Lodging Accommodations:** \_\_\_\_\_

**# Sack Lunches** \_\_\_\_\_

All sack lunches must be ordered at least 1 week ahead with names provided.

**Buses requested:** \_\_\_\_\_

All bus requests need to be submitted one month prior to the trip

**Costs: \$** \_\_\_\_\_

**Food** \_\_\_\_\_ **Lodging** \_\_\_\_\_ **Fees** \_\_\_\_\_ **Sub** \_\_\_\_\_

Most costs must be taken from classroom budgets or fundraised by students.

Has a Purchase Request been submitted for appropriate funds? \_\_\_\_\_

**Chaperones:** \_\_\_\_\_ (1 male/1 female minimum)

1:10 ratio required. All chaperones must have a background check on file.

**Equipment List:** \_\_\_\_\_

List may be attached. The list must include who will bring each item.

**Flyer/Permission Form made by:** \_\_\_\_\_

Parents need to know information about when/where and how to reach the teacher and student.

**List of Students attending:** \_\_\_\_\_

Attach list of potential students.

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

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