

**Soledad Unified School District  
Overnight/Out-of-State Field Trip Request Form for Board Approval**

For Board Meeting on: \_\_\_\_\_

**OBJECTIVE:** \_\_\_\_\_

**REQUESTED ACTION:** That the Board of Trustees approve the student trip as follows:

School:				
Grade/Department:				
Destination:				
Educational Purpose of the Field Trip:				
Number of Students:				
Number of Adults:				
Meeting Date w/ Chaperones:				
	<input type="checkbox"/> Parents have received district requirements for chaperones			
Names of Certificated Employees accompanying students:				
Dates of the Field Trip:	Date Leaving:	Time Leaving:	Date Returning	Time Returning
Method of Transportation	___ District Vehicles/Bus		___ Private Vehicle(s)	
	___ Contracted Services		___ Other	
Where students will be staying:				
<b>If Paid Accommodations:</b>				
Name of Hotel(s):				
Check-in:	Date:	Time:		
Check-out:	Date:	Time:		
Form of Payment:				
Who is Paying:				
<b>SUPERVISION:</b>				
No. of students per room:				
No. of beds available per room:				
Chaperone's room paid for by:				
No. of Chaperone's per vehicle:				
<b>MEALS</b>				
No. of Meals:	Breakfast: _____	Lunch: _____	Dinner: _____	
Meals paid for by:				
Cost of Trip to Student/Parent:				
Source of Funding:				
Cost to District:				
Source of Funding:				

\_\_\_\_\_  
Principals' Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

*\*All drivers must complete the Driver Information Form and have prior approval before transporting students*