

PINELLAS COUNTY SCHOOLS
FIELD TRIP INFORMATION SHEET FOR OVERNIGHT STAY

Please submit this form and all attachments at least four (4) weeks prior to the field trip.

Teacher _____ School _____

Event _____ Date of Trip _____

Date this form is submitted _____ Application for Field Trip attached
 TDE has been submitted

Location of event _____ Hotel/Motel/Campus _____

1. Invitation/Announcement Attached to this form

2. Itinerary (Daily) Attached to this form

Departing Date & Time _____ Return Date & Time _____

Student will miss () days of school and are aware that it is their responsibility to make up missed assignments.

3. Cost per student: \$_____ which includes
 Registration Travel Expenses Hotels Meals
 Other _____
 No student will be denied the trip because of lack of funds.

4. How the trip is funded:
 Students pay their own way
 School organization _____
 Fund raisers approved by the school administration

5. Rationale for the trip:
 Competition
 Other _____

6. Who will pay for substitutes?
 Specialist
 Internal Funds Account _____
 Other _____

7. Who will pay chaperone expenses?
 Internal Funds Account _____
 Other _____

8. Type of transportation:
 Personal passenger vehicle
 Commercial airline
 Rental vehicle with insurance purchased
 Commercial carrier from authorized carrier list

9. Private vehicle information:
PCS Form #3-2719 Automobile drivers must show proof of PIP and liability insurance
 Automobile drivers must show proof of operator license

10. Parental permission On file at school
PCS Form #3-2718

11. Room Assignments: Room Assignments are separated by biological sex at birth, unless parents of minor students assigned to the room provide consent in writing.

12. Principal _____ Date _____

13. Subject Area Specialist _____ Date _____

14. Area Office _____ Date _____