Largo High School
FIELD TRIP REQUEST FORM ON APPROVED LIST
(**Must be completed and submitted at least 3 weeks prior to your activity.)

Individual or Group Initiating the Request and Cell Contact

Date(s) of the Requested Field Trip

Field Trip Location and Contact Phone

Department

Grade Level

Classes/Group attending the field trip:

Departure Date/Time: ____________________________

Return Date/Time: ____________________________

Does this destination appear on the Approved List of Field Trips?  Yes_____ No_____

If not, please attach a copy of the completed “Application for Field Trip Not on the Approved List” PCS Form 1-294. If this field trip consists of an overnight stay, attach a copy of the completed “Field Trip Information Sheet for Overnight Stay” PCS Form 1-2949. These forms must be submitted to the Director of School Operations at least 2 months prior to collecting money. **

SECTION I - COLLECTION OF FUNDS

Purpose of funds collected: __________________________________________________________

Cost to Students:

Admission______ Transportation______ Food______ Total Cost______

Method of Transport (Circle):

Parent Transport Private Vehicle School Bus Commercial

If the method of transportation includes private vehicle use each driver must complete and submit the “Field Trip Vehicle Form” PCS Form 3-2719 as well as be a registered volunteer at least three weeks prior to the field trip. Approval from the Volunteer Coordinator is required.

Procedures for collection of funds and field trip payment processes must be reviewed with and approved by the Bookkeeper.

Bookkeeper’s Initials Required __________

SECTION II - VERIFICATION OF CHAPERONE/DRIVER ELIGIBILITY

Chaperones are registered and verified by the volunteer coordinator at least 2 weeks prior to the field trip. One chaperone per ten students is required.

Field Trip Vehicle Forms, proof of insurance and a copy of the driver’s license for all private drivers must be completed and submitted to the volunteer coordinator at least 3 weeks prior to the field trip.

Permission slips must be obtained for each student in accordance with district policies and procedures. Use the “Field Trip/Activities Permission Form” PCS Form 3-2718. Please attach a copy for the trip record.

Procedures for verification of chaperone and/or driver eligibility must be reviewed with and approved by the Volunteer Coordinator. Volunteer Coordinator’s Initials Required _________

The Food Service Manager must be notified if students will miss lunch while on this field trip at least 3 weeks prior to the field trip. Students receiving free and reduced lunch should receive a school bag lunch if the field trip is extended beyond the lunch period and lunch is not provided. Food Service Manager’s Initial Required _________

Provide a copy your approved provisions for students not participating on this field trip and a schedule of coverage including consent from the assigned teacher and a list of students indicating period, location and assignment.

Requestor’s Signature ____________________________

Supervising AP Signature __________________________

Activities AP Signature __________________________

NOTE **Incomplete forms will be returned without processing. Please attach any additional information that may be pivotal to the approval of this field trip. **