



BOOKER T. WASHINGTON SENIOR HIGH SCHOOL

FIELD TRIP COVER SHEET

Must be completed and attached on the front of the field trip package.

Date _____

Teacher(s) _____

FIELD TRIP INFORMATION

Purpose of the trip _____

Destination _____

Address _____ Telephone _____

Departure Date _____ Time _____ Return Date _____ Time _____

Total number of students _____ Total Number of Adults _____

Cost per student \$ _____ Means of collecting money _____

Pre-planning steps necessary for students _____

Follow-up plan for students _____

TRANSPORTATION

Bus Company _____

FORMS THAT SHOULD BE INCLUDED IN THE FIELD TRIP PACKAGE

IN-COUNTY FIELD TRIPS

- FM-2431 (Rev. 03-05) Fieldtrip permission request (**remember to sign the form**)
- FM-3530 (Rev. 08-98) Field trip roster
- FM-4573 (Rev. 06-01) Parent permission form
- FM-6298 (Rev. 10-01) Request for approval to use private vehicle for transporting students (**private car only**)
- FM-6646 (Rev. 06-05) Water related fieldtrip permission request (**use only if field trip is water related**)
- FM-6688 (Rev. 01-04) Parent permission form-water related field trip (**use only if field trip is water-related**)
- FM-6802 (Rev. 06-05) Chaperone list (use if chaperones other than M-DCPS employees are utilized. Chaperones must be cleared at Level I or Level II).
- Invitation / Documentation
- Professional Duty Request

OUT-OF-COUNTY FIELD TRIPS

- FM-0994 Travel expense report by faculty when accompanying students (Rev. 03-05)
- FM-2431 (Rev. 03-05) Fieldtrip permission request (**remember to sign the form**)
- FM-3530 (Rev. 08-98) Field trip roster
- FM-4573 (Rev. 06-01) Parent permission form
- FM-6298 (Rev. 10-01) Request for approval to use private vehicle for transporting students (**private car only**)
- FM-6646 (Rev. 06-05) Water related fieldtrip permission request (**use only if field trip is water related**)
- Detailed itinerary (**Name of hotel, address, and phone number must be included**)
- FM-6688 (Rev. 01-04) Parent permission form-water related field trip (**use only if field trip is water-related**)
- FM-6802 (Rev. 06-05) Chaperone list (use if chaperones other than M-DCPS employees are utilized. Chaperones must be cleared at Level I or Level II).
- Invitation / Documentation
- Professional Duty Request

Department Chair _____ Date _____ Activities Director _____ Date _____

Vice Principal/Asst. Principal _____ Date _____ Principal _____ Date _____

Not approved ☐ Reason _____