



Field Trip Request

_____ Request permission to go to _____
(Center or Group Name) (Destination)

by _____ on _____.
(Mode of Travel) (Date)

We plan to depart from _____ at _____ and
(Location) (Time)

return to _____ at _____.
(Location) (Time)

Meal arrangements:

Group Size:

Number of Parents

Number of Children

Number of Staff

Other

List adults who will be responsible for supervising the children:

Goals & Objectives of the Field Trip:

Expected Cost:

Estimated In-Kind:

Staff Signature/Username:

Date:

Password:

Office Use Only

Approved

Denied

Comments:

Approved or Denied By: