



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

_____ Check here if not applicable to this field trip.

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

_____ Check here if not applicable to this field trip.

- 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. **