GADSDEN CITY SCHOOLS
FIELD TRIP REQUEST FOR APPROVAL

All field trips must be approved by Gadsden City Board of Education Central Office Personnel.
Out-of-State (overnight) must be approved by Superintendent and Gadsden City Board of Education.

Check Type	Type of Field Trip	# days required for approval
	Local	30-days
	In-State (1 day)	30-days
	In-State (overnight)	30-days
	Out-of-State (1 day)	30-days
	Out-of-State (overnight)	45-days (requires Board approval)

A list of the names of chaperones attending this trip, a detailed itinerary and a breakdown of the estimated costs must be attached to this request. Prior to departure, a final list of participating students must be submitted to the principal's office.
Notification of approval or disapproval will be sent to the person submitting the request and the principal.

Date of Request: ___/___/___/ Name of Class/Group: _____

Destination(s): _____

Brief Description of the Educational Learning Experience: _____

_____

Date(s) of Trip: From ___/___/___/___ to ___/___/___/

Number of Students Involved: _____ Number of Chaperones: _____

Number of Days of Trip: _____ Number of School Days Missed: _____

Cost of Trip per person: $_____ Total Estimated Cost of Trip: $_____

Funding Source(s): _____

My signature indicates I understand deposits, registrations or other expenditures will not be paid until the school activity account has sufficient funds to cover the expense. I will follow all bookkeeping guidelines.

_____ _____

Requesting Teacher's Signature **Principal's Signature of Approval**
Date: _____ **Date: _____**

Always send request to Sharon Maness for elementary and Rhonda Perry for secondary.

_____ _____

Elementary: Approved by Sharon Maness **Date**

_____ _____

Secondary: Approved by Rhonda Perry **Date**

_____ _____

Approved by Superintendent **Date**

For out-of-state (overnight) trips the GCBOE: ☐ Approved ☐ Denied Date of Action: _____

OUT-OF-STATE (OVERNIGHT) Field Trips Require Board Approval