

CUBA INDEPENDENT SCHOOL DISTRICT



Field Trip Sponsor Approval Form

Approval of the school Principal is required for school events that involve taking children off School property. *The Field Trip Approval Form must be signed by the Principal before students are informed of the field trip and before permission slips are sent home to families.*

Events sponsored or coordinated by a school must be related to a specific school activity with defined goals and objectives and properly supervised. All school trips must be in compliance with board policy. PLEASE NOTE: Overnight travel and out-of-state travel require school board approval.

CUBA (Please Circle) HIGH SCHOOL MID-SCHOOL ELEMENTARY

Today's Date: _____

Designated Supervisor(s) of Activity: _____

Destination: _____

Purpose of Trip: _____

Total Cost (Estimate): _____ Are funds available for this trip? ____ YES ____ NO

Sponsor has read the Field Trip Justification document: ____ YES ____ NO

Date of Trip: _____ Departure Time: _____ Return Time and Date: _____

Method of Transportation: _____ Name of Bus Driver if known _____

Grade Level: _____ Student Cost: _____

Requisition Signed: _____

Trips require permission and approval. This form must be submitted to the Principal a minimum of two weeks prior to the scheduled trip.

Supervising Teacher's Signature: _____ Date: _____

Principal's Approval Signature: _____ Date: _____

Principal's Approval:

YES ____ Date: _____ Signature: _____

NO: ____ Reason: _____ Date: _____

*****Superintendent/Board Approval (for overnight and out-of-state trips)*****

Superintendent

School Board President