

Daytime Field Trip Form
Arizona Conference School System

Date request is made _____

• Name of school _____

• Date of trip _____

• Time you will be leaving campus _____ Time returning _____

• Destination: _____

• Statement of purpose of trip:

• Name of group or grade(s) taking the trip: _____

• Transportation: (List the type of vehicle, number of passengers, and name of driver for each vehicle.
Have proof of proper liability insurance—a copy of the driver's latest paid premium
for each vehicle—on file at the school. **Pacific Union Education Code #1620**)

• Coordinator in charge: _____

Other supervisory adults: _____

Ratio of supervisors to students: _____

(Total should equal a minimum of 1 adult per 6 students)

• Meal arrangements (if applicable):

• Appropriate attire:

• Cost per student: _____

Other cash needs (if applicable):

Trip is to be funded by:

Please continue on back of page.

● Trip instructions for students:

List things each student should bring (if applicable)

List things students should not bring (if applicable)

I certify that every effort and precaution will be taken by the school to make the above trip safe, enjoyable, and valuable to those invited to attend. Vehicle and student insurance will meet the guidelines approved by the Arizona Conference Office of Education. Parental consent forms and consent-to-treatment forms, as well as a first-aid kit (**Pacific Union Education Code 1624, 1824**), will accompany the group.

School principal

Permission is (is not) granted for the above field trip to be taken.

Chairman of the school board

<p>Note to principal: This form should be completed and approved by the local school board prior to any off-campus field trip. Keep all approved field trip forms in a permanent file in the school office.</p>
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