**La Habra High School**

**FIELD TRIP REQUEST FORM**

*Proposals for field trips are to be submitted to the Assistant Principal of Student Affairs at least 30 days prior to the requested departure date. A certificated staff member must attend all field trips. All proposals should have prior approval before being advertised to students and parents. All documentation should be attached as requested in order to be considered. No field trip will be considered if documentation is not completed in its entirety.*

Name of Group:      Advisor/Teacher:      Today’s Date:

Date of Field Trip:       Times:

Location or Destination: ­­­­­­­­­­­­­­­­­­­­­

Description/Purpose of Field Trip:

Number of students Attending:

 You must have 1 adult chaperone for every 10 students

Number of Certificated Chaperones:

 *Please list all names of certificated personnel attending*

1.
2.
3.
4.

*If Field Trip will be using ASB Funds, please submit a* ***Funds Approval Form*** *with this Field Trip Request and see Accounts Clerk for Transportation Reservation.*

Transportation Cost: $

Number of Substitutes Needed:

Please include the following items for this field trip to be considered for approval:

[ ] Names of all adult supervisors [ ] Flyer or promotional materials clearly explaining the event

[ ] Complete itinerary

[ ] Copy of District Volunteer Clearance forms for all non district chaperones

ALL STUDENT PARTICIPANTS MUST SUBMIT A PARENTAL CONSENT AND WAIVER OF LIABILITY FORM THAT IS KEPT BY TEACHER THROUGH THE DURATION OF THE FIELD TRIP.

***\* For Office Use Only \****

*AP Student Affairs Signature*: Date:

*Principal Signature:* Date:

***Request:*** ***[ ]  Approved*** ***[ ]  Declined***