

**SOUTHAMPTON COUNTY PUBLIC SCHOOLS  
COURTLAND, VA 23837**

**REQUEST FOR FIELD TRIPS**

Name of Group \_\_\_\_\_

Method of Transportation: \_\_\_\_\_  
(School Bus/Chartered Bus/Car/Van)

Number of Pupils \_\_\_\_\_ Number of Buses Requested \_\_\_\_\_

Sponsors: 1. \_\_\_\_\_ 4. \_\_\_\_\_

2. \_\_\_\_\_ 5. \_\_\_\_\_

3. \_\_\_\_\_ 6. \_\_\_\_\_

Date \_\_\_\_\_ Leaving Time \_\_\_\_\_ Returning Time \_\_\_\_\_

Approximate Round Trip Mileage \_\_\_\_\_

Place to Visit/Location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Purpose or Educational Value \_\_\_\_\_

\_\_\_\_\_

Cost to Pupils:

Cost to the Division:

a. Transportation \_\_\_\_\_

a. Transportation \_\_\_\_\_

b. Admissions or Fees \_\_\_\_\_

b. Admissions or Fees \_\_\_\_\_

c. Other \_\_\_\_\_

c. Other \_\_\_\_\_

**Total** \_\_\_\_\_

**Total** \_\_\_\_\_

Chaperones: 1. \_\_\_\_\_

4. \_\_\_\_\_

2. \_\_\_\_\_

5. \_\_\_\_\_

3. \_\_\_\_\_

6. \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Approved/Principal                      Date

\_\_\_\_\_  
Approved/Director of Special Programs &  
Instructional Support                      Date

\_\_\_\_\_  
Approved/Director of Aux. Services                      Date

\_\_\_\_\_  
Approved/Director of Human Resources                      Date

**COMMENTS**

\_\_\_\_\_

\_\_\_\_\_  
Approved/Superintendent                      Date

## GUIDELINES FOR FIELD TRIPS

1. Requests for trips outside the county must be submitted to the central office, with the principal's approval, at least ten (10) days before the proposed date.
2. Trips must be related to curriculum objectives and/or strategies at grade level.
3. Educational purposes or values must be specifically stated.
4. No more than one trip should be planned at any grade level.
5. Pre plans and post plans involving information to be gained from the trip must be submitted with each request.
6. Request for local trips within the county must be submitted five (5) days before date of proposed trip (i.e. trips to courthouse, library, police station, etc.) if such field trips require the use of school buses other than those remaining at the individual school. Principals may arrange local (in-county) field trips that do not require school buses from the central garage. Such local trips must have approved, licensed school bus drivers and must be reported to the Central Office two (2) days prior to the trip.

The above guidelines must be followed before approval will be granted.