

# Field Trip Application, Charlottesville City Schools

Date of Field Trip: \_\_\_\_\_

Building: \_\_\_\_\_

Departure Time From School: \_\_\_\_\_

Account to be Charged: \_\_\_\_\_  
(Please leave blank if this is not a charged trip)

Return Time to School: \_\_\_\_\_

(Loading time to return to school) \_\_\_\_\_

Place to be Visited: \_\_\_\_\_

Group/Class Participating: \_\_\_\_\_

Unit of Study: \_\_\_\_\_

Educational Purpose of Trip: \_\_\_\_\_

Staff Sponsor(s): \_\_\_\_\_

Chaperone(s) Assisting with Trip: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Students Will Eat Lunch:  At School  Away from School

Means of Transportation:  School Bus  Handicap Bus  
 City Bus  Contracted Bus  Walking  Division Vehicle

Number of School Buses (if applicable): \_\_\_\_\_

Cost to Student:  \_\_\_\_\_  None

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Sponsor

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Assistant Superintendent for Administrative Services

**A field trip scheduled during the school day extends the learning environment beyond the classroom, into the community. It has an educational purpose and supports a unit of study.**

### Procedure:

1. Staff member must submit the Field Trip Application form at least 10 days prior to the date of travel.
2. Staff member submits the completed form to Principal for approval. Principal forwards the Field Trip Application to the Office of Administrative Services at Central Office when transportation is needed or when a contracted bus is used by approved vendors.
3. Central office arranges school bus transportation. **Please do not call transportation office.** School buses are available during school hours for field trips from **9:15 AM to 2:15 PM.**
4. Central office returns the Field Trip Application to Principal/Secretary.
5. Principal returns the Field Trip Application to staff member.
6. Out of state field trips: Complete the CCS "Out of State Field Trip" form. Submit to building principal for approval. Building Principal sends form to the office of Administrative Services.