

George Washington Academy  
Request to Schedule a Field Trip  
540F1 - Revised 3/25/2024

Grade: \_\_\_\_\_ Teacher(s) Requesting Field Trip: \_\_\_\_\_

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

Destination: \_\_\_\_\_

Educational Purpose and Relation to Curriculum:  
\_\_\_\_\_  
\_\_\_\_\_

Means of Transportation: Parent drop-off and pick-up only

Time Parents Dropping Off: \_\_\_\_\_ Time Parents Picking Up: \_\_\_\_\_

Itinerary:

Event: (please complete if there are multiple locations)	Time:

Please list any volunteers who will assist with supervision (volunteers who are not employed by GWA must not be left alone with students): \_\_\_\_\_  
\_\_\_\_\_

Cost of the Activity: \_\_\_\_\_ Special Requests: \_\_\_\_\_

How will this field trip be paid for? (teacher's account, budget, donations - if asking for donations it must be voluntary and parents notified they are not required to pay for their child to participate) \_\_\_\_\_

**Please initial all below:**

- GWA field trip permission slips (Form 540F2) will be sent to parents in advance of field trip, signed, and taken on field trip in case of emergency \_\_\_\_\_
- GWA Field Trip Sack Lunch Request (Form 540F3) will be filled out by each teacher requesting school lunches and returned to Lunch Coordinator by end of day \_\_\_\_\_
- A teacher has been designated to bring and be in charge of the First Aid backpack \_\_\_\_\_
- All teachers will account for all students on arrival and before leaving (teacher will report to front office students who are not in attendance) \_\_\_\_\_
- Students are to wear their uniforms on all field trips. \_\_\_\_\_
- A minimum of two employees (including teacher) must attend the field trip in a professional capacity. \_\_\_\_\_

Approval:  Granted  Denied

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_