

George Washington Academy
Request to Schedule a Field Trip
540F1 - Revised 4/2018

Grade: _____ Teacher(s) Requesting Field Trip: _____

Destination: _____

Educational Purpose and Relation to Curriculum:

Study Guide Attached: Y N

Departure Date: _____ Time: _____ Return Date: _____ Time: _____

Means of Transportation: _____

of Buses Needed, if Buses are requested: _____

Please list any volunteers who will assist with supervision: _____

Cost of the Activity: _____ Special Requests: _____

How will this field trip be paid for (donations, teacher's account, budget)? _____

TEAM LEADERS: 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 _____
- 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 _____
- **STUDENTS ARE TO WEAR THEIR FULL UNIFORMS AND GWA LOGO SHIRTS ON ALL FIELD TRIPS.** This is to more easily identify students and to show GWA pride in the community. _____

Approval: Granted Denied

Director's Signature: _____ Date: _____

Front Office Notified of Field Trip: _____ Field Trip Added to Public and Faculty Calendars: _____

Specials Teachers Notified of Date and Time of Field Trip: _____ Lunch Staff Notified of Same: _____