|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **FIELD TRIP REQUEST** | | | | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | |  |  |  |  |  |  |
| **School:** | |  |  |  | **Today’s Date:** | | | | |  |  |  |  |
| **Teacher:** | |  |  |  | **Grade/s:** | | |  |  |  |  |  |  |
| **To Where:** | |  |  |  | **Date/s for Trip:** | | | | |  |  |  |  |
| **Purpose of Trip:** | |  |  |  |  |  |  |  |  |  |  |  |  |
| **Number of Students Attending:** | |  |  |  | **Number of Chaperons:** | | | | |  |  |  |  |
| **Mode of Transportation:** | |  |  | **□ Driver insurance requirements have been met.** | | | | | | | | |  |
| **Type of Trip & Approval Process Required:** | | |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | **Principal** | **SchoolBoard** |  | **ConferenceSuperintendent** | **MCBoardofEducation** | **NAD** |  |
| NOTE: All parents must be notified ***one week*** in advance for daytime field trips, and | | | | | |  |  |  |
|  |  |  |  |  |  |  |  |
| ***two weeks*** in advance for overnight field trips. | | |  |  |  |  |  |  |  |  |  |  |  |
| Permission slips signed by parents or legal guardians ***must be obtained. No*** | | | | | |  |  |  |  |  |  |  |  |
| ***telephone*** permission will be accepted. | | |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **□** |  |  |  |  |  |  |  | (X) |  |  |  |  |  |
| **One-day** |  |  |  |  |  | X | Small |  |  |  |  |  |
|  |  |  |  |  |  |  |  | School |  |  |  |  |  |
| **□** | **Overnight within Conference** | |  |  |  |  | X | X |  |  |  |  |  |
| **□** | **Overnight out of Conference within NPUC** | |  |  |  |  | X | X |  | X |  |  |  |
| (submit to MTC 3 weeks prior to trip) | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **□** | **Out of Union** |  |  |  |  |  | X | X |  | X | X |  |  |
| (submit to MTC before October or April Board of Education | | | | |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **□** | **Out of Division** |  |  |  |  |  | X | X |  | X | X | X |  |
| (submit to MTC Board of Education 6 months prior to trip) | | | | |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  | | | | | | | | | |  |
| **Principal Approval:** | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |  |
| Date | Principal’s Signature | | | |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **School Board Approval:** | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |  |
| Date | Board Chair Signature | | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Conference Superintendent:** | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | |  |
| Date | Superintendent Signature | | | | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **MC Board of Education:** | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **□** Approved | | | |  | **□** Denied | | |  |  |  |
| Date |  |  |  |  |
|  |  |  |  |  |  |
| **NAD Approval:** | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **□** Approved | | | |  | **□** Denied | | |  |  |  |
| Date |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |



**406.587.3101**

**renaeyoung@montanaadventist.org**

**Superintendent of Education**

**Office of Education**

**Montana Conference**

**of Seventh-day Adventists**