

**McDowell County Schools**  
**OVERNIGHT FIELD TRIP REQUEST FORM**

- 1) Overnight Field Trip Requests must be submitted on this form for consideration.
- 2) Overnight Field Trips require approval from the McDowell County Board of Education.
- 3) The Field Trip Request Form must be signed by the Teacher and approved by the Principal before submitting to the Superintendent.
- 4) Use of an activity bus must be pre-arranged with the Transportation Director before the request is submitted to the Superintendent.
- 5) Field Trip Requests must be submitted to the Office of the Superintendent at least five days prior to the board meeting for consideration.
- 6) The Superintendent will review and approve all requests prior to submitting to the Board of Education.
- 7) A trip itinerary must be attached to the completed request form.

**Date of Request:** \_\_\_\_\_

**Name of School:** \_\_\_\_\_

**Teacher:** \_\_\_\_\_

**Subject:** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Date of Trip:** \_\_\_\_\_

**Classes/Grade Level:** \_\_\_\_\_

**Instructional Objective:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Cost of Trip:** \_\_\_\_\_

**Fundraisers: (if applicable)** \_\_\_\_\_

\_\_\_\_\_

**Mode of Transportation:** **Activity Bus:**  **Charter Bus:**  **Other:** \_\_\_\_\_

(Check One)

(List Type)

**Name of Approved Charter Bus:** \_\_\_\_\_

**Accommodations:** \_\_\_\_\_

**Itinerary Attached:** \_\_\_\_\_ (Required)

**Submitted by:** \_\_\_\_\_

Teacher Signature

\_\_\_\_\_ Date

**Approved by:** \_\_\_\_\_

Principal Signature

\_\_\_\_\_ Date

**Reviewed and Supported by:** \_\_\_\_\_

Superintendent Signature

\_\_\_\_\_ Date

**Approved by The McDowell County Board of Education:** \_\_\_\_\_

\_\_\_\_\_ Date