

## WAUKEE CSD - FIELD TRIP/EXCURSION PROPOSAL FORM

*This form shall be required for field trips and excursions outside the state of Iowa or and/or those that involve overnight travel. Approval for these field trips or excursions rests with the Waukee CSD Board of Education. -- Waukee CSD Board of Education Policy 603.7*

What is today's date?	
Who is submitting this form?	
What is the title and description of this field trip or excursion?	
What is your educational objective?	
Where is this field trip or excursion located?	
What is the date or range of dates for this field trip or excursion?	
What is the mode of transportation you will be utilizing?	
How many Waukee CSD students will attend?	
How many Waukee CSD staff will attend?	
Please list all non-Waukee CSD employees who are serving as chaperones. **As a part of the list, include: ● Name, Phone number, E-mail address	
Please describe your budget, revenues and expenditures, for this field trip or excursion.	

*\*\* Non-Waukee CSD employees serving as chaperones should have completed the current school year's volunteer form before seeking approval for this trip. Non-Waukee CSD employees serving as chaperones will be subject to a Waukee CSD background check.*

Building Principal Signature & Date: \_\_\_\_\_

Associate Superintendent Signature & Date: \_\_\_\_\_

Date Presented to Waukee CSD Instruction Committee: \_\_\_\_\_

Routed to Human Resources: \_\_\_\_\_ Waukee CSD Board Meeting Date: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_