

# WESTLAKE HIGH SCHOOL

## FIELD TRIP APPROVAL FORM



Activity or Field Trip: \_\_\_\_\_

Teacher or Advisor: \_\_\_\_\_

Class or Group Involved: \_\_\_\_\_

Number of Students Attending (approx.) \_\_\_\_\_

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

Time: \_\_\_\_\_

District Buses Needed:  Yes  No

If yes, list account that will be charged: \_\_\_\_\_

Buses need to be ordered 2 wks. in advance, through Natalie Clark

Chaperones: \_\_\_\_\_

Chaperones must be cleared through Natalie Clark before Field Trip. (1:10 ratio)

**Brief Statement on Activity or Field Trip:**

How activity relates to curriculum?

Teacher or Advisor Signature \_\_\_\_\_

Date \_\_\_\_\_

Administration Approval \_\_\_\_\_

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Note: *If your trip is overnight, please include:*

\_\_\_\_\_

Hotel Info

\_\_\_\_\_

Contact Number

\*\*\* Please attach itinerary to form \*\*\*

**\* Please return a hard copy or email to John Broadhead – Thank you.**