



**Linda Vista Adventist Elementary School**  
"Where children grow closer to God while learning to master the world"

## **One Day Field Trip Approval**

### **Planning Guidelines:**

- Approval by the principal
- Chaperones who may be alone with students need a background check
- Each child must have a signed permission slip and consent to treatment form. Each chaperone should have a paper master copy.
- Drivers must have full coverage insurance
- Vans must not be larger than 10-passenger

### **Trip Information:**

1. Date of trip:
  
2. Purpose of field trip/activity:
  
3. Trip cost
  - a. Transportation cost:
  - b. Food cost:
  - c. Activity costs:
  - d. Chaperone/teacher subsidy:
  - e. **Total cost per student:**
  
4. Transportation:
  - a. If private transportation, list drivers.
  - b. Attach proofs of insurance

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5. Supervision:

- a. What is your chaperone/child ratio?
- b. List chaperones.

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Principal's Signature

Date