

FIELD TRIP APPROVAL FORM
AIKEN COUNTY PUBLIC SCHOOLS

1. School: _____ Teacher: _____ Class: _____

2. Destination: (City, State, Program) _____

Distance from school: _____ R _____

Pre-Trip Planning Checklist:

Pre-planning is an essential element of trip preparation. Complete the following prior to the off-campus trip.

1. Field Trip Approval Form completed by teacher, principal, area trans

PRIVATE CARRIER BID FORM

SCHOOL _____

TEACHER _____

SPONSORING CLASS/ORGANIZATION _____

	NAME OF CARRIER	BID	CHOICE RANKING	JUSTIFICATION FOR RANKING
1				
2				
3				

Include requirements #3 and #4 above in any request for price quotes. All commercial carriers must be on the state approved list.

Approval Procedures:

1. Teacher/sponsor completes and signs Field Trip Approval Form.
2. Submit form to designated bookkeeper/secretary.
3. Principal approves and signs Field Trip Approval Form.
4. If the field trip requires a school bus, bookkeeper/secretary will send the paperwork to the area transportation office.
5. After approving the trip, the area transportation o