THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

FIELD TRIP APPROVAL FORM

CYPRESS BAY HIGH SCHOOL

This form must be completed and submitted to the Administration **AT LEAST (5) WEEKS** prior to the start of the field trip.

DO NOT PURCHASE TICKETS OR MAKE ANY RESERVATIONS UNTIL THIS FORM IS APPROVED.

1. Today's Date: _____
2. Requesting Organization: _____
3. Sponsor's Name: _____ Room # _____ Ext# _____
4. Brief Description/Intinerary-Day by Day of Field Trip: (e.g. MU Alpha,Theatre, Debate)

5. **Dates Requested:** **Leave Date:** _____ **Time:** _____

   Return Date: _____ **Time:** _____

   Total number of school days to be missed: _____
6. Location: _____
7. Purpose : _____

   _____
8. Total number of Students attending: _____
9. Total number of Chaperones attending: _____
10. List Names of Chaperones:

_____ _____

_____ _____

_____ _____

Teacher/Sponsor /Advisor: _____

Department Chair: _____

Administration Approval: _____

***Attach Supporting Documents justifying the need for this field trip-(conference flyers, emails, Invitations, etc..)**

Revised 04/04/2016