

Milton Public Schools  
Field Trip **Final** Approval Request  
(To be submitted to Principal at least thirty (60) days prior to the trip)

Name of Field Trip Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Student Group Participants: \_\_\_\_\_

1. Detailed Itinerary of Field Trip Including Educational or Athletic Activities, Accommodations, and Travel Arrangements
  
2. Description of How the Safety of Students will be Maintained
  
3. Planned Adult Supervision
  
4. Detailed Budget Including Receipts and Disbursements Anticipated
  
5. Statement that All of the Above Details have been Provided to the Parents and Students, and Written Approval for the Trip has been Granted from the Parent or Guardian of Each Student Involved and All Pertinent and Emergency Information has been Provided.

Signature of Field Trip Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

\*Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

\*The Principal should ensure that a Statement of Final Accountability is submitted by the authorized trip sponsor (in accordance with the Cash Management Policy) to the business office or high school student activity account coordinators. This statement to include itemized listing of expenditures must be signed by the Principal or his/her designee. Please see MPS Field Trip Policy – Financial Accountability.