



**OVERNIGHT and OUT OF STATE FIELD TRIP REQUEST FORM**  
**Roman Catholic Archdiocese of Washington**  
**Catholic Schools Office**

Signature by the Superintendent of Schools is required for final approval. This completed form should be returned to Catholic Schools Office at least 30 days prior to the trip.

Name of School

Address

Principal

Name/Title of Person Completing this Form

Educational Benefit or Reason for Trip

Dates of Proposed Trip

Destination (*Attach itinerary*)

Number of Students Planning to Attend

Number of Chaperones

Names of Parent Chaperones (*Form 14 must be completed by each chaperone.*)

Names of School Staff Chaperones

Are all chaperones listed above Virtus-trained and meet requirements of the ADW Child Protection Policy?

Cost of Trip per Student

Total Trip Cost (*include hotel, transportation, entrance fees-you may need to attach documentation*)

What type of transportation will be used? (*Attach Form 15 for each chaperone/staff if transporting in private vehicle*)

What are the accommodations if an overnight trip?

What is the supervision plan, including supervision through the night?

What is the plan for communicating with parents of the students involved? (*Each student must Form 13 completed by the parent/guardian*)

Other Comments to Support the Trip

Principal Signature for Approval

Date

Pastor Signature for Approval

Date

Superintendent Approval: \_\_\_\_\_  
*Superintendent Signature*

The following forms can be located on the Principal Portal:

- Form 13 – Field Trip Permission Form (**Retain**)
- Form 14 – Field Trip Waiver for Volunteers (**Attach to this form for all chaperones**)
- Form 15 - Field Trip Transportation for Volunteers - with copy of insurance card (**Retain**)