

Bellmawr School District

Field Trip Guidelines

1. Get all the necessary information from the place you wish to visit.
 - Cost
 - Location
 - How it is tied to the curriculum
2. Look at the district online website to check the availability of dates.
3. Fill Out the District Wide Field Trip Application Form.
4. Review your request with the school nurse and get their signature.
5. Get approval and signature from the building Principal.
6. Hand the form into the superintendent's office and wait for approval.
7. If approved, the superintendent will forward to Business Administrative Assistant.
8. BA assistant will confirm the availability of the date and enter the trip information on the district calendar.
9. Upon receipt of the goldenrod copy the teacher may then send home the district wide parent permission slip and begin arranging for the necessary chaperones.

Key points to consider:

- If fundraising make sure it is board approved
- 1 trip per grade level per year.
- Be very familiar with all aspects of the school district field trip policy.

