

**New York Conference  
Field Trip Information and Permission Form**

The students in \_\_\_\_\_ class will be going on a field trip.

Date: \_\_\_\_\_

Time leaving school: \_\_\_\_\_ Time returning: \_\_\_\_\_

Location: \_\_\_\_\_

Purpose of trip:

\_\_\_\_\_  
\_\_\_\_\_

Transportation: \_\_\_\_\_

Chaperones: \_\_\_\_\_

Cost: \_\_\_\_\_ Lunches: \_\_\_\_\_ Need to bring \_\_\_\_\_ Will be provided

Other details: \_\_\_\_\_

\_\_\_\_\_

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My child, \_\_\_\_\_, has permission to go on the class  
field trip to \_\_\_\_\_ on \_\_\_\_\_.

If in the course of the trip it becomes necessary for my child to receive medical  
attention, the staff has my permission to seek the same. The doctor and/or hospital has  
my permission to start the needed treatment. Please call me at

\_\_\_\_\_.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## Field Trip Volunteer Information Form

We are going to: \_\_\_\_\_  
\_\_\_\_\_

Directions to this site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The purpose of the trip is: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You can help students get the most out of this trip by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

You will be responsible for supervising the following children:

- Students know that they should:
- stay with you
  - respect each other
  - respect adults and property
  - use light-skills
  - thank hosts of the field trip

Please be aware of the following special needs of individual students:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please be sure that students are in compliance with New York State law regarding the use of child safety restraints and positioning in the car. Thank you so much for your help with this outing!

Dear Mr. Jones,,

I would like to thank you for your willingness to provide an educational experience for my students in grades 2-6 at your facility on Tuesday, March 23, 2009. There will be three chaperones including myself. As we previously discussed, my students will be arriving at 10:00 and will be leaving at 2:00. They will be bringing sack lunches which you indicated could be eaten in your lobby.

As I explained in our phone conversation, I have intentionally scheduled this field trip at the beginning of our unit of study about insects. The reason for this is so that students will have a hands-on experience which will serve as a mental "hook" on which they may "hang" the knowledge they will obtain throughout the unit. Because we are coming at the beginning of the unit, please advise the naturalists who will work with my students that they will have limited background information. We are grateful for your willingness to provide an opportunity to enrich students' knowledge of their world through this field trip.

In an attempt to broaden students' knowledge of career options, I would appreciate it if your staff would take a moment or two to describe the training and education they needed to prepare to perform their duties, as well as what they enjoy most about the job. Additionally, at Parkview Junior Academy we are committed to helping students learn to be responsible citizens and with that goal in mind, we systematically teach character traits such as integrity, curiosity, initiative, perseverance and problem solving. It would be "frosting on the cake" if your staff would share with students examples of how these life skills enable them to succeed.

Should you have any additional questions or concerns, please contact me at 123-4567. My students and I are looking forward to this field trip.

Sincerely,

Martha Smith