

Teacher Approval Signature:

Project Manager: _____

Field Trip Planning Form

Directions: After your group has reached a consensus about which university they would like to visit, go to the university website. Look for tour information. You may take a guided tour (like we took at Soka University) or a self-guided tour (like we took at the University of San Diego). Tours can be scheduled by filling out a form on the website.

****Important Notes:**

1. Make sure to schedule your tour sometime during the month of _____.
2. You (the project manager) is responsible for setting up rides and figuring out the cost (if any) of the trip. Keep this in mind when you are planning.
3. Students cannot be **required** to pay for the trip
4. You must plan a trip that **ALL** students in your group are able to attend
3. This form is due **AT LEAST 1 WEEK before** the date of your field trip.

Name of University you plan to visit:

Date of Trip:

Time students will leave HTM:

Time students will arrive on university campus:

Time students will leave university campus:

Time students will arrive back at HTM:

Names of all Students who will be attending trip?

1.	5.
2.	6.
3.	7.
4.	8.

Transportation

Name of Parent Driver	Number of students he/she can take	Best phone number to reach them	Filled out paper work with Miss Lisa?

Guided or self-guided tour?

Name of Contact at University:

Phone number and email of contact at university:

Cost of Trip *(optional)*:

Amount each student will pay *(optional)*:

Number of Students who need school lunch for this day:

Number of Students who will bring their own lunch:

Number of students who will purchase lunch on campus with their own money:

- Please attach to this form:**
- 1. Directions from HTM to the university**
 - 2. A map of the university**

Additional Information: