

BELLEVUE SCHOOL DISTRICT
OVERNIGHT OR OUT OF STATE FIELD TRIP PLAN WORKSHEET

I. Detailed Itinerary: dates, daily schedule/times, and educational activities/excursions

II. Complete Transportation Details: to/from destination and during trip (carpool, van, bus, transit, boat, air travel) including how students are traveling to/from airports.

III. Accommodations: hotel/facility name, location, and phone of all lodging

IV. Plans for Meals: See Board Policy [3420: Anaphylaxis Prevention](#) and [3420P: Anaphylaxis Prevention and Response](#).

V. Funding: how the trip will be funded and how costs for students in financial need will be met so that no student will be denied participation due to lack of funds