

## ARIS FIELD TRIP FORM

**Instructions to Field Trip Leader:** Please complete this form with the required information and copy it to the Head of Secondary School and the School Administrator. The more comprehensive the details, the more prompt the approval. Provisional details of the trip will then be entered on the ARIS Calendar (website), and thus be advertised to students and parents.

Make a copy of the completed form for your future reference; you will be able to copy some of the information over.

### Key Facts

Name of Field Trip Leader:	
Destination of Field Trip:	
Departure date:	
Departure time:	
Return date:	
Return (arrival) time:	
Date Filled :	

### Students

Trip is for which year group(s)/class(es):	
Estimated total number of students:	

### Supervising Adults (At least one adult per eight students)

Given Name	Family Name	Email

### Educational information

Academic subject(s) (if relevant):	
Aims and educational objectives/outcomes:	
Activities planned:	
Is the trip meeting IB CAS requirements?	

### Supplementary information

Is transport required? If so, what?	
Are food and drink needed? If so, what?	
Is accommodation needed? If so, what and where?	
Details of proposed budget:	