



**GREENEVILLE CITY SCHOOLS  
FIELD TRIP & EXCURSION FORM**

[Board Policy 4.302 – Field Trips and Excursions](#)

Date of Request: \_\_\_\_\_

[Board Policy 1.403 – Agendas](#)

Name of Requestor: \_\_\_\_\_

School/Class/Grade Level/Team to Participate: \_\_\_\_\_

Date(s): \_\_\_\_\_ Destination(s): \_\_\_\_\_

Out-of-State

\*\*If out-of-state OR overnight, approval is required by the principal and Director of Schools. If out-of-state AND overnight, approval is required by the Board of Education at a regularly scheduled meeting. To be placed on the agenda, the request must be submitted 10 business days prior to the Board meeting.

Overnight

Description of Trip Being Requested

\_\_\_\_\_  
Principal's signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Schools' signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chairman's signature

\_\_\_\_\_  
Date