

## 6410 – Off-Site Learning Proposal

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

School: \_\_\_\_\_ Faculty Sponsor: \_\_\_\_\_

Trip Destination: \_\_\_\_\_

Depart Date & Time: \_\_\_\_\_ Return Date & Time: \_\_\_\_\_

1. Educational Purpose and Value: How is this trip correlated with your classroom studies? Is it related to large topic study, curriculum area or self-developed units?

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1. Pre-Activities: What do you plan to do before the off-site learning experience to get students ready and knowledgeable?

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2. On-Site Field Work: What do you plan to study at the outing?

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3. Post-Activities: What do you plan to do after the students have completed the off-site learning experience?

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**ATTACH COPY OF DAILY ITINERARY** (Include itineraries, additional information and/or brochures describing proposed trip.)

Hotel Accommodations (name, address & phone): \_\_\_\_\_  
\_\_\_\_\_

Cell phone number, (*and name if different than the sponsor's*) for emergency: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

**All paperwork is scanned and emailed to the Executive Administrator of School's Administrative Assistant, upon the principal's approval.**

**Form # 6410 to be used for the school year 2022-2023**