



Field Trip Form Instructions

The attached Field Trip forms and the instructions below are intended for the use of all participants in the South Florida Regional Science and Engineering Fair.

FIELD TRIP FORM REQUIREMENTS

Field trip forms are required for all participants in the South Florida Regional Science and Engineering Fair. There are three parts to the form. The first part is the request form. The second part is the Roster. The third part is the Parent form. The South Florida Regional Science and Engineering Fair is a Board Approved activity.

All forms can be completed on-line and then printed, -OR- they may be printed and typed on a typewriter. You should **use 12-point type**.

PART ONE: Request Form

This form has been partially completed. Finish filling in the necessary information and submit the form to your administration which should forward it to the Region.

PART TWO: Roster

Complete the information at the top and then type the names of your school's science fair representatives on the form. Submit it to your schools administration along with the request form.

PART THREE: Parent

Complete the information needed on the form and provide each of your participants with a copy. You should have on file a copy of this form for each of your participants.

This form requests information regarding transportation. If you can, have each student's parents be responsible for getting them to and from the fair. Otherwise, this is an issue that you need to resolve.

The District is putting on the Fair. We will not collect any fieldtrip forms from your students. That responsibility lies with the school personnel.