

Field Trip Teaching Plan

Cigu Elementary School, Tainan City

Date		Teachers
From ____ (Day of the week), _____ MM/DD/YY		
To ____ (Day of the week), _____ MM/DD/YY		
Number of Participating Classes		
Grade: _____		
Number of Classes: _____		Class Teacher: _____
Estimated number of Participants: _____		Assistant Teachers: _____
Number of Assistant Teachers: _____		
Job Allocation		_____
Tour Leader:		_____
Accountant:		
General Affairs:		
Tour Guide:		
Field Trip Schedule	Transportation	Budget Estimate
	Car Rental Company:	Transportation:
	Number of Vehicles:	Insurance:
	The capacity of each vehicle:	Admission Ticket:
		Lunch:
		Miscellaneous expenses:
		Fees for every teacher _____
		Fees for every student _____

Teaching Preparation		Teaching Content Outline	
Lunch Arrangements		Seal of approval from the Secretary of Lunch Arrangement	
____(how many) students will prepare lunch themselves.			
Seal of Approval	Applicant		
	Section Chief of Student Affairs		
	Director of Education and Student Affairs Division		
	Section Chief of Curriculum		
	Director of Human Resource		
	Principal		

Date of filling this form: _____