

## FIELD TRIP REQUEST

Guidelines:

1. The Field Trip must enrich and/or supplement a specific curriculum.
2. Additional adults need to go along to assist with supervision.
3. All field trip requests are to be submitted before October 1<sup>st</sup> for first semester trips and before February 1<sup>st</sup> for second semester trips.
4. You must carry the papers containing the student's basic and emergency information.

Name of Teacher (s) \_\_\_\_\_ Date of Request \_\_\_\_\_

School \_\_\_\_\_ Grade \_\_\_\_\_ # of Students \_\_\_\_\_ # of Adults \_\_\_\_\_

Destination \_\_\_\_\_

Complete Mailing Address \_\_\_\_\_ Phone # \_\_\_\_\_

Date of Trip \_\_\_\_\_ Departure Time \_\_\_\_\_ Return to Bldg. Time \_\_\_\_\_

Special Transportation Needs \_\_\_\_\_

Is there an admission fee? \_\_\_\_\_ Cost per student \_\_\_\_\_ Cost per adult \_\_\_\_\_

Total estimated cost? \_\_\_\_\_ How is the trip being funded ? \_\_\_\_\_

Check for payment of field trip will be:

- \_\_\_\_\_ hand carried to field trip ( name of teacher to send check to: \_\_\_\_\_ )
- \_\_\_\_\_ prepaid by mail to address above
- \_\_\_\_\_ billed to district office after field trip
- \_\_\_\_\_ Grant funded – transportation / program

Purpose of this field trip \_\_\_\_\_

Drivers license number for van rental (if applicable) \_\_\_\_\_

\*Drivers License Information may be verified through DMV services

Signature of Teacher submitting form \_\_\_\_\_

Account Code: \_\_\_\_\_

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OFFICE USE ONLY

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Reason: \_\_\_\_\_

Principal Signature for Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Estimated Cost of transportation: \_\_\_\_\_ Van \_\_\_\_\_ Bus \_\_\_\_\_ Number \_\_\_\_\_

Departure from Bldg. \_\_\_\_\_ Return to Bldg. \_\_\_\_\_ Date Confirmed \_\_\_\_\_

- Please include directions or itinerary