

FIELD TRIP REQUEST

SCHOOL _____

DATE _____

GROUP MAKING REQUEST _____

TRIP DESTINATION _____

DATE OF TRIP _____

TIME OF DEPARTURE _____

RETURN _____

PURPOSE OF TRIP _____

VEHICLE NEEDED (TYPE) _____

DRIVER YES

NO

*If driver is one of the sponsors, that driver must have prior approval by the Transportation Department to drive a school vehicle

NUMBER IN GROUP: BOYS _____ GIRLS _____ SPONSORS _____

NAME(S) OF SPONSORS: _____

IS THIS AN OVERNIGHT TRIP? YES NO

HOTEL ACCOMMODATIONS: _____ PHONE: _____

Please complete the following on all overnight trips:

ANTICIPATED EXPENSES

Meals/lodging/other \$ _____

Comments: _____

EXPENSES WILL BE PAID BY

District Budget Funds \$ _____

Activity Account Funds \$ _____

(Note: if to be paid from both funds indicate amount to be charged to each fund)

OVERNIGHT TRIP GUIDELINES:

1. Trip request must be in a minimum of 15 days in advance if School Board approval is necessary.
2. If boys and girls are involved, a male and female sponsor must accompany the group.
3. The trip must be approved by the Principal, Superintendent and School Board if out-of-state or out-of-country.

APPROVAL:

Principal

Date

Administrator for Elementary/Secondary

Date

Superintendent (For Out-of-State or Out-of-Country overnight trips)

Date

School Board (For Out-of-State or Out-of-Country overnight trips)

Date

FIELD TRIP LIST

DATE: _____ LEAVING: _____ RETURNING: _____

SPONSOR: _____ PLACE: _____

PRINCIPAL: _____

1.	24.
2.	25.
3.	26.
4.	27.
5.	28.
6.	29.
7.	30.
8.	31.
9.	32.
10.	33.
11.	34.
12.	35.
13.	36.
14.	37.
15.	38.
16.	39.
17.	40.
18.	SPONSORS
19.	1.
20.	2.
21.	3.
22.	4.
23.	5.