

FIELD TRIP REQUEST

*All field trip requests shall be submitted at least 30 calendar days in advance unless special circumstances exist. (AR 6153)
All overnight and/or out of state field trips require Board approval. (BP 6153)*

Contact Person: _____	Date of Request: _____
School: _____	Date(s) of Trip: _____ Check here if field trip is overnight <input type="checkbox"/>

PARTICIPANTS

Teacher	Grade	# of Students	# of Staff	# Chaperones	Total
Total Participants					

DESTINATION Check here if field trip is out of state

Destination: _____	Contact Person: _____
Address: _____	Phone: _____

MODE OF TRANSPORTATION

Walking Private Vehicle Commercial Transportation District Bus

If District bus, names of staff riding the bus: _____

ITINERARY

Arrival Time	Departure Time	Location	COST PER PERSON
		<i>Departure from School</i>	Entrance Fee _____
		Destination: _____	Transportation _____
		Other: _____	Parking _____
		Other: _____	Food _____
			Other _____
			Total _____
		<i>Arrival Back at School</i>	Source of funds: _____

PURPOSE & PREPARATION *(Describe field trip and how it relates to and supports concurrent unit of study. Describe activities involved in preparation for field trip.)*

Teacher Signature _____	Date _____			
Principal Signature _____	Date _____	<input type="checkbox"/>	<input type="checkbox"/>	Approved Denied
Superintendent Signature _____	Date _____	<input type="checkbox"/>	<input type="checkbox"/>	Approved Denied

Reason for Denial: _____

***** FOR TRANSPORTATION USE *****

Date Received: _____	Buses required: 1 2 3 4 5	Estimated Mileage Cost _____ miles @ \$ _____ = \$ _____
Route Coverage Required? YES NO		Estimated Driver Cost _____ hrs x \$30 = _____ + \$ _____ (meal) = \$ _____
TMS # _____	EM # _____	Total Estimated Cost \$ _____
Name of Commercial Carrier: _____	Estimated Charges: \$ _____	Teacher Confirmation <input type="checkbox"/>
		Commercial Carrier Confirmation <input type="checkbox"/>
Director of Transportation Signature _____ Date _____		<input type="checkbox"/> Approved <input type="checkbox"/> Denied
Comments: _____		