Field Trip Day - Activity Trip Request

Revised	08.31.17
11011000	00.01.17

Name of person making the request:	Date:	
Name of class or organization for trip:		
Place of field trip:		
Distance of field trip:	I will need a sub: Yes □ No □	
Date of field trip:	Pick-Up Time: Return Time:	
Number of students going:	Number of adults going:	
Number of buses needed: Number of	of school vehicles needed (if applicable):	
If applicable: School vehicle(s) requested:		
Estimated cost of field trip:	(include transportation, fees, sub pay, etc)	
How will the cost of trip be funded:	Student cost (if any):	
Justification for field trip:		
I have notified or I will notify: Health Office District Office (reserve school vehicle) Other Obtain your building site principal/activities director's signature; indicating if request is granted or denied. Requestor or Admin Office will route form to transportation department for their approval. Transportation secretary will route to superintendent for approval & send final confirmation to requestor. <u>Note</u> : Transportation will be based on a first-come, first-served basis and the availability of buses.		
Building Principal / Activities Director	Request: Granted Denied Denied Reason:	
Cathy Conger, Transportation Secretary	Request: Granted Denied Denied Reason:	
Mrs. Selfors, Superintendent Director of Transportation	Request: Granted Denied Denied Reason:	

 $\hfill\square$ Confirmation sent to Requestor