

**FIELD TRIP / OVERNIGHT TRIP / BUS REQUEST FORM**

Field Trip Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Overnight Trip: \_\_\_\_ Yes \_\_\_\_ No

Location of Trip: City \_\_\_\_\_

Facility – Area To Be Visited \_\_\_\_\_

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Class / Group-Attending Trip: \_\_\_\_\_

Approximate Number of Students: \_\_\_\_\_

Arrangement for Meals, Meal Costs, and Fees, etc. (explain)

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Chaperones Needed: \_\_\_\_\_ Bus Requested: \_\_\_\_\_ Car Requested \_\_\_\_\_

Round Trip Mileage: \_\_\_\_\_ Leave Time: \_\_\_\_\_ Return Time \_\_\_\_\_

Driver Assigned: \_\_\_\_\_ Vehicle: \_\_\_\_\_

State the Educational Value of the Trip and Describe Student Activity:

Teacher Signature: \_\_\_\_\_

\_\_\_\_ Trip and date Approved for \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_ Trip and Date Not Approved for the Following Reason(s):

- \_\_\_ Two trips already scheduled for the week requested
- \_\_\_ Date conflicts with activity on master schedule.
- \_\_\_ Educational value of trip is not acceptable.
- \_\_\_ Other

Principal: \_\_\_\_\_ \_\_\_\_/\_\_\_\_/\_\_\_\_

Copy: White – Transportation, Yellow – Driver, Pink – Teacher, Gold – Principal

