



FIELD TRIP REQUEST

SCHOOL	DATE OF REQUEST
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PURPOSE OF TRIP:

# OF STUDENTS TRAVELING:			GRADE LEVELS:		
STUDENT NAMES:					

NAMES OF CHAPERONE (S):

Student to Community Chaperone Ratios:

5-10 students require 1 chaperones; 11-15 students require 2 chaperones; and 16-20 students require 3 chaperones. A certified chaperone must accompany the team if travel is to last longer than two days or they are attending a tournament or meet with more than one team in attendance.

TRANSPORTATION PROVIDED BY:

	<input type="checkbox"/> CHARTER	<input type="checkbox"/> SEAT FARE
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TRIP ITINERARY

TA/RQ# _____ DEPARTURE TIME: _____ RETURN TIME: _____

FROM		DEPARTURE DATE	
TO		DATE OF ARRIVAL	
FROM		DEPARTURE DATE	
TO		DATE OF ARRIVAL	
FROM		DEPARTURE DATE	
TO		DATE OF ARRIVAL	
FROM		DEPARTURE DATE	
TO		DATE OF ARRIVAL	

BUDGET	AMOUNT	SOURCE OF FUNDS
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A. AMOUNT OF TRAVEL	\$			
B. AMOUNT OF MEALS	\$			
C. AMOUNT OF LODGING	\$			
D. AMOUNT OF SUBSTITUTE	\$			
E. OTHER COSTS (EXPLAIN)	\$			
F. TOTAL COST	\$			

Are you requesting a check issued to the chaperone for meals, lodging, gas, etc.?

Yes ☐

No ☐

ACADEMIC COMPONENT:

Two hours per day of assignments prepared by classroom teacher.

Travel arrangements for the trip are the responsibility of the Site Administrator if this trip receives approval. **No travel is to be completed without homework packets prepared by classroom teacher and signature of Superintendent.**

~~This form must be sent to the Office of the Superintendent at least two weeks prior to travel in order for the trip to be approved.~~

SITE APPROVALS:

<div></div> <div>Signature of CSC Chairperson _____ Date _____</div>	<div><input type="checkbox"/> HOMEWORK PACKETS HAVE BEEN PREPARED BY CLASSROOM TEACHER</div> <div>Signature of Unit Administrator _____ Date _____</div>
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DISTRICT OFFICE APPROVALS:

<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	
<div></div> <div>Signature of Superintendent _____ Date _____</div>	