

Academic and Athletic Field Trip RequestDUE
DATES:Semester 1: August 31, 2021
Semester 2: December 3, 2021
Summer: May 6, 2022****School days, all fieldtrips must begin after 9:00 am and return to school by 1:15 pm (W) and 2:15 pm (M, T, Th,F)****

SCHOOL _____ STUDENT GROUP _____ DATE SUBMITTED _____

TEACHER(S) RESPONSIBLE _____

TYPE OF TRIP ACADEMIC CO-CURRICULAR EXTRA-CURRICULARNUMBER OF SUBSTITUTE TEACHERS NEEDED _____ FULL DAY AM PM

DEPARTMENT CHAIR _____ ACCOUNT NUMBER _____ SUB COST _____

DESTINATION IF THIS IS AN OVERNIGHT FIELD TRIP, INDICATE THE NAME & LOCATION OF THE PLACE WHERE THE STUDENTS WILL BE STAYING.

ADDITIONAL STOPS AT _____

LEAVE

PLACE _____ TIME _____ DAY OF WEEK _____ DATE _____

RETURN

PLACE _____ TIME _____ DAY OF WEEK _____ DATE _____

TOTAL # OF STUDENTS _____ TOTAL # OF CHAPERONES _____ TOTAL # OF PASSENGERS _____

OF SCHOOL BUS(ES) _____ # OF MID BUS(ES) _____ HANDICAP VEHICLE _____

OF SPECIAL NEEDS BUS(ES) _____ # OF WHEELCHAIRS _____ # OF STAR SEATS _____ # OF SEATBELTS _____

COMMERCIAL COACH _____ BOX BED TRUCK _____ SEMI _____

EDUCATIONAL OBJECTIVES: *be specific, cite curriculum*

_____HOW WILL THE OBJECTIVES CONTRIBUTE TO YOUR INSTRUCTIONAL PROGRAM:

TOTAL FINANCIAL COST TO EACH STUDENT (INCLUDING MEALS) _____

TEACHER'S SIGNATURE _____ DATE _____

PRINCIPAL'S SIGNATURE _____ DATE _____

CENTRAL OFFICE _____ DATE _____

CAFETERIA NOTICE
This field trip will take the students away from school during lunch. YES NO

DATE COPY SENT TO CAFETERIA: _____

ACADEMIC AND ATHLETIC FIELD TRIP INFORMATION

GRADE OR GROUP _____ DATE OF TRIP _____

WE WILL EAT LUNCH AT _____

WILL YOU NEED A CHECK? YES NO AMOUNT OF CHECK _____

WE NEED TO PAY ADMISSION TO _____

AMOUNT OF CHECK _____

WE NEED TO PAY ADMISSION TO _____

AMOUNT OF CHECK _____

Cost per Student
Total Cost per Student
\$

*****FOR OFFICE USE*****

Room	# Students	Student Cost	Adult Cost	Student Paid	Adult Paid	Student #Not Paid	Adult # Not Paid	Amount Due from Room	Amount Paid	Date Receipt #

Actual Admission	Rec'd from students:	Total Trip:
Actual Meal Cost	Rec'd from adults:	
Actual Bus Cost	Rec'd from parent Group:	Over:
Actual Fuel Cost	Rec'd from:	Under:
Total Paid Out	Total Rec'd:	