APPLICATION FOR APPROVAL OF
STUDENT FIELD TRIPS & TRANSPORTATION

MUST BE TURNED IN TWO SCHOOL DAYS (or TWO BUSINESS DAYS)
PRIOR TO TRIP
ANYTHING OVER 60 MILES MUST BE COMPLETED 30 DAYS IN ADVANCE

DATE OF TRIP: _____

DESTINATION: _____ TOTAL MILES: _____

NAME OF TEACHER(S) APPLYING:

_____

BUILDING: _____ GRADE: _____

NUMBER OF STUDENTS: _____NUMBER OF CHAPERONES: _____

TRANSPORTATION REQUIRED

CIRCLE ONE: YES or NO

VAN_____ BUS_____
#OF BUSES/VANS_____

Pick up time at school:

_____

Departing time from Destination:

_____

SOURCE OF FUNDING– IMPORTANT

A. Budget Category_____
B. Funded Program_____
C. Student Fee_____
D. Purchase Order_____

_____ _____
Signature of Applicant *Date*

APPLICATION APPROVED:
PRINCIPAL: _____

SUPERINTENDENT: _____

APPLICATION REJECTED:
PRINCIPAL: _____

SUPERINTENDENT: _____

Reason for Rejection: _____

** If taking a school van, you **MUST** be an approved driver. The District Office must have a copy of your driver's license and a signed driver's agreement. This is required each school year from our insurance.*

Ts 6/21/23