

FIELD TRIP REQUEST FORM

Updated 12-28-18

Request forms MUST be submitted to the Superintendent's Office at least **2 weeks prior** to the proposed field trip. All **out of state and overnight** trips MUST be submitted at least **30 days prior**. Failure to provide proper notice must be justified in an attached statement.

Date of Request: _____ Date(s) of Field Trip: _____

Staff member making request: _____

Destination/Organization Visiting: _____
(please include city & state)

Out of State: Yes No Substitute Teacher: Yes No

Overnight: Yes No Class Periods Missed: _____

Grade/Group (i.e. V. Football, FFA, 6th grade class...): _____

Cost to each student: \$ _____ Number of Students: _____

Departure Time: _____ Return Time: _____
(please include am or pm) (please include am or pm)

Enter HOW MANY of each type you need: Bus _____ SPB (Mini Bus) _____

Pickup Location: _____

Add'l transportation notes: _____

What standards are covered by this activity?

How will this activity contribute to the mastery of the standard?

Schedule for the field trip:

Chaperones attending:

Field Trip Worksheet

____ # of Drivers @ \$10 per hour x ____ estimated hours = \$ _____

____ Round trip miles @ \$0.845 per mile x ____ # of buses = \$ _____

If Sub required = \$70 per day x _____ # of days = **Total Cost** \$ _____

to the corporation= \$ _____

EXAMPLE

2 drivers @ \$10 x 6 hours =	\$120.00
30 miles @ 0.845 per mile x 1 bus =	\$25.35
Sub Teacher x 1 =	\$70.00
Total cost for field trip:	\$215.35

Please deliver completed form to your building principal or scan & e-mail to:

Amanda Pyle at apyle@easternhancock.org or

Dave Pfaff at dpfaff@easternhancock.org

Office/Administrative Use

Approved ____ Denied ____ Principal Signature _____ Date _____

Approved ____ Denied ____ Superintendent Signature _____ Date _____

Out of State/Overnight

School Board: Approved ____ Denied ____ Date: _____

Copies:

Admin Office ____

Trans. Office ____