

# 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, 6<sup>th</sup> 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](mailto:apyle@easternhancock.org) or**

**Dave Pfaff at [dpfaff@easternhancock.org](mailto: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 \_\_\_\_