

Ashe County High School  
**FIELD TRIP & BUS REQUEST FORM**

This form must be filled out for any field trip that you want to take students on- in or out of county. It must be turned in to Mrs. Mossow at least **ten** days before you want to go on a trip.

Requesting Teacher		Class/Period:	
Date of trip:		Time out of school:	
Departure Time:		Return Time:	
# of students:		# of adult chaperones:	
Destination:			
Number of Buses Needed:		Round Trip Mileage: (if out of county)	
Driver:		# of Subs required	

**TOTAL FIELD TRIP COST:**

Activity Cost:		<p><b><u>REMINDERS</u></b></p> <p>*All money turned into the finance office 5 days before trip.</p> <p>**Only one field trip per semester that takes students out of other classes.</p> <p>***No field trips approved in December or May.</p> <p>****Department Chair's signature required to use department funds.</p>
Mileage Cost (\$1 per mile): (round trip mileage x number of buses)		
Driver Cost: *Mrs. Mossow to estimate		
Sub Cost: *Mrs. Resendiz to estimate		
<b>TOTAL TRIP COST</b>		
<i>TOTAL / # of students = cost per student</i>		

**TO BE PAID BY:**     collected from students     department/program/club to pay \_\_\_\_\_  
 other \_\_\_\_\_

Plan for students not attending field trip: \_\_\_\_\_

Common Core/Essential Standards Objective: \_\_\_\_\_

*Administrative Use Only*