

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 Ms. Gawsyszawski at least **ten** days before you want to go on a trip.*

Name _____ Class/Period _____

Date of trip _____

Departure Time _____ Return Time _____

Number of Students _____ Number of Adult Chaperones _____

Destination _____

Total Round Trip Mileage (if out of county) _____

Cost of Transportation (\$1 per mile) _____

Total Field Trip Cost _____ + _____ = _____
activity cost per student transportation cost/student total \$ per student

Time frame away from school _____

Number of buses needed _____ Driver(s) _____

Plan for students staying back _____

Common Core/Essential Standards Objective _____

*Remember you must turn in all money to Heather Resendiz at least 5 days before your trip

**You may take your class on only one field trip per semester that takes the students away from other classes.

*** No Field Trips will be approved in December or May.

**** If you plan on using any department funds you need to get your Department Chair's signature.

Administration Comments: