BONNY EAGLE SCHOOL DISTRICT

FIELD TRIP REQUEST FORM

Teacher	Submit	Form w/	Backup	to	Principa	a

- □ Teacher Submit Copy of Form & Class Roster to School Nurse
- Principal Submit Form to Supt. if Overnight or Out of State
- Principal or Supt. Submit Form ONLY (No Backup) to Transportation Department

PART	I: REQUISITION FO	DR TRANSPORTATION	
Type of Trip:	In District Trip	Field Trip	Other
Type of Vehicle Requested:	Bus	Wheelchair (#)	T Van
Teacher Name:		Employee Number:	
School:		Grade/Subject:	
Date of Trip:	Desti	nation:	With the same and
Address of Destination (City,	Town/State):		
Pick Up Time:	Estimat	ed Return (End) Time:	
No. of Students:	No. of Chaperones:	Total Passenge	rs:
Trip Contact Person:		Telephone Number:	
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	PARTII: DRIV	ER SECTION	
Driver Name:		Vehicle Number:	
Start Time: Return Time: TOTAL Time:		Start Mileage: End Mileage TOTAL Mileage:	
Purchased Fuel: \$_	ots)	Comments:	
PART III: TRANSPO		OR / BUSINESS MANAGER	BILLING
Driver Cost			
Other Expenses		*	
TOTAL TRIP COST			
Charge to Account Number: _			
Comments:			

PART IV: EDUCA	TIONAL INFORMATION					
Support Educators Needed? Yes Will School Lunch be Affected? Yes						
Cost Per Pupil:						
How Will Funds Be Raised?						
For Overnight Trips, Please Give Arrangement (Needs Superintendent Approval)	ts For Meals And Lodging:					
Proposed Adult Chaperones: (Please List)						
FOR THOSE REQUESTING THE FIELD TRI How does this fit into the Curriculum? Plans for Pre and Post Activities Itinerary Plans for Providing Parents and Chaperones with Information Permission Slip Comments:	Plans for Students' Accountability for Behavior Plans for Emergencies Plans for Inclement Weather Plans for Medication Administration Class Roster (Names of Students Participating) List of Proposed Adult Chaperones					
Field Trip Approval by Principal/Supervisor						
Signature Principal/Supervisor:Overnight or Out of State Approval by Super						
Superintendent Signature: Date:						

FORMS: FieldTripRequest Revised: 12/4/07 (White)