

IJOA-F One-Day Field Trip Request Form

File: IJOA-F

AGAWAM PUBLIC SCHOOLS
ONE-DAY FIELD TRIP REQUEST FORM

Trip requests must be submitted 10 days in advance of the date of the trip. Day trip request forms MUST be sent to the Business Office for approval.

PERSON IN CHARGE OF TRIP: _____

DATE OF TRIP: _____ APPLICATION DATE: _____

SCHOOL: _____ GRADE: _____ SUBSTITUTE NEEDED? _____

PLACE: _____ HOW TRANSPORTED? (Indicate below)

Charter Vehicle (Company Operator) _____ Rented Vehicle (Teacher Operated) _____ Other
(describe below)

DESTINATION:

ESTIMATED TOTAL MILES (round trip)? _____

BILL TO: _____

DEPARTURE TIME: _____ TIME OF RETURN: _____

NUMBER OF STUDENTS: _____ NUMBER OF ADULTS: _____

COST PER STUDENT? _____

COST PER CHAPERONE? _____

HOW FUNDED? _____

Do any students have any special transportation needs (i.e. wheelchair)?

Do any students have any special medical needs (i.e. medication, nurse)?

HAVE ALL CHAPERONE(S) AND BUS DRIVER(S) COMPLETED AN APPROVED C.O.R.I. FORM?

(Attach list of chaperones that completed CORI form.)

EDUCATIONAL VALUE OF TRIP?

TEACHER(S) SIGNATURE:

IF BUDGET-FUNDED, AMOUNT REQUESTED: \$ _____

BUDGET CODE: _____

IF STUDENT-FUNDED, AMOUNT REQUESTED: \$ _____

HOW COLLECTED? _____

DEPT. CURRICULUM SPECIALIST APPROVAL:

_____ (Signature)

DATE: _____

PRINCIPAL/DIRECTOR APPROVAL:

_____ (Signature)

DATE: _____

ASST. SUPERINTENDENT FOR BUSINESS/HR APPROVAL:

_____ (Signature)

DATE: _____

June 2004