

**OVERNIGHT FIELD TRIP REQUEST FORM**

**Trip requests must be submitted and approved 30 days in advance of the date of the trip.** Overnight request forms **MUST** be sent to the Central Office to go through the approval process.

PERSON IN CHARGE OF TRIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE OF TRIP: \_\_\_\_\_ APPLICATION DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_ SUBSTITUTE NEEDED: \_\_\_\_\_

DESTINATION \_\_\_\_\_ ADDRESS \_\_\_\_\_

Do any students have any special transportation or medical needs (wheelchair, medication, nurse) YES / NO

If yes provide description \_\_\_\_\_

HOW TRANSPORTED CHARTER CO. \_\_\_\_\_ RENTED (Staff Operated) \_\_\_\_\_ OTHER \_\_\_\_\_

DEPARTURE TIME: \_\_\_\_\_ RETURN: \_\_\_\_\_ NUMBER OF STUDENTS: \_\_\_\_\_ ADULTS: \_\_\_\_\_

(A) COST PER STUDENT(S) \$ \_\_\_\_\_ (B) COST PER CHAPERONE(S) \$ \_\_\_\_\_ (C) COST PER NURSE \$ \_\_\_\_\_

PLACE STAYING \_\_\_\_\_ PHONE \_\_\_\_\_ (D) COST PER NIGHT \$ \_\_\_\_\_

TOTAL COST OF FIELD TRIP: (A+B+C+D) \$ \_\_\_\_\_

HOW FUNDED: PTO \_\_\_\_\_ STUDENT ACTIVITIES \_\_\_\_\_ LOCAL BUDGET \_\_\_\_\_ OTHER \_\_\_\_\_

BUDGET-FUNDED, AMOUNT REQUESTED: \$ \_\_\_\_\_ BUDGET CODE: ORG \_\_\_\_\_ OBJ \_\_\_\_\_

STUDENT-FUNDED, AMOUNT REQUESTED: \$ \_\_\_\_\_ HOW COLLECTED: \_\_\_\_\_

BILL TO: \_\_\_\_\_ PHONE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

**I certify that I will cover all the costs incurred for the transportation of this field trip.** \_\_\_\_\_

WHAT IS THE EDUCATIONAL VALUE OF TRIP?

\_\_\_\_\_  
\_\_\_\_\_

TEACHER(S) SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPT. HEAD APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINCIPAL/DIRECTOR APPROVAL: \_\_\_\_\_ (signature) DATE: \_\_\_\_\_

SCHOOL BUSINESS ADMINISTROR/OR DESIGNEE APPROVAL: \_\_\_\_\_ (signature) DATE: \_\_\_\_\_

SCHOOL COMMITTEE APPROVAL: YES \_\_\_\_\_ NO \_\_\_\_\_ DATE \_\_\_\_\_ VOTE \_\_\_\_\_

IS THERE AN ATTACH LIST OF CHAPERONE(S) YES / NO (IF NO RETURN TO PERSON IN CHARGE OF TRIP

ALL LISTED CHAPERONS HAVE COMPLETED CORI/FINGERPRINTED: C/O APPROVAL: \_\_\_\_\_ DATE: \_\_\_\_\_