|  |  |  |
| --- | --- | --- |
| Name of Requestor: | Name of Group: | Date: |

|  |  |
| --- | --- |
| Destination: | Departure Date:  Return Date: |

|  |
| --- |
| Purpose of Trip: |

|  |  |
| --- | --- |
| Transportation Required: | How Funded:  District Funded  Grant Funded  Donation/Fundraiser  Other  Explain: |

|  |  |
| --- | --- |
| Sponsoring Body: | Number of Staff in Attendance |

|  |  |
| --- | --- |
| Number of Students Participating: | Chaperones Required?  Yes  No  If yes, how many? |

|  |
| --- |
| Notes: |