



Field Trip Request Form

Part A: Trip Details - Submit no less than 60 work days prior to departure.

Request Type:		For date changes indicate original date here:	
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Submitted by: _____ Trip Date(s): _____

Email: _____ Submit Date: _____

Grade/Team: _____ Post on Website

Building: Upper School Main

Lead Teacher/Team Coach in charge of trip:

_____ Cell #: _____

How many:

Students + Lead Teacher + Teacher/parent Chaperones
(see required ratios bottom page 3) = Rider Total

Venue: _____

Venue

Address: _____

Venue

Contact: _____

Phone: _____

Depart Campus: _____ Arrive Venue: _____

Depart Venue: _____ Arrive Campus: _____

Additional Details:

Field trips submitted after the Annual calendar meeting that extend beyond school hours must be sent by Division Head or Division Head Assistant to event.request@tbcs.org to receive VP approval.

Transport needs - check one or more boxes:

Bus

Van

Private Car

Is this trip out of state? Yes No

Is this trip overnight? Yes No

Does this trip involve risky activities? Yes No

Unsure

Trip Expenses:

No Payment Necessary

Pay in advance of trip by mail (via check or CC)

Pay at time of service (via check)

Teacher will hand deliver PO

Bill attached

Bill coming

Entrance fees

students _____ X \$ _____

adults _____ X \$ _____ = \$ _____

Lead Teacher/Team Coach: submit all parts of the field trip request form via email **at least 30 days before** trip date

Part A: Trip Details (may be submitted separately)

Part B: Chaperone and Driver Information

Part C: Class Roster, including FIRST and LAST names

Division Head/After School Program Director:

Trip Approved

Trip Denied

Signature: _____

Date: _____

Make Check Payable to: _____