

# KARNS CITY AREA SCHOOL DISTRICT REQUEST FOR FIELD TRIP FORM

1. Name of staff member/s making request: \_\_\_\_\_
2. Date/s of trip: \_\_\_\_\_
3. Destination (include address and approx. distance (miles)): \_\_\_\_\_
4. Grade/s participating: \_\_\_\_\_ Total number of students (attached roster): \_\_\_\_\_
5. Purpose: (State briefly the curricular focus and the expected outcome of the field trip). \_\_\_\_\_

6. Expenses: (all information must be provided for approval).

**Actual Costs (use whole dollars):**

Substitute Fees: \$ \_\_\_\_\_

Admission Fees: \$ \_\_\_\_\_

Registration Fee: \$ \_\_\_\_\_

\*Transportation: \$ \_\_\_\_\_

\*Costs (\$18.50/hr. \$2.15/Mile \$150/Minimum) 2021-2022 Pricing

Method:  School Bus  Charter  School Van  Personal Auto

Bus Lodging: \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

Total Cost: \$ \_\_\_\_\_

Funding Source:  PTO  Group \_\_\_\_\_  Department \_\_\_\_\_

**Budget code/s (District Office Use):**

Substitute Fees: \$ \_\_\_\_\_

Admission Fees: \$ \_\_\_\_\_

Registration Fee: \$ \_\_\_\_\_

Transportation: \$ \_\_\_\_\_

7. Itinerary:

*Example:* Destination: \_\_\_\_\_  
 Time: Board bus at ABC School  
 8:30am Arrive at Famous Art Museum  
 10:30am Tour Museum and Book Show  
 10:45am Lunch  
 12:00pm Leave Famous Art Museum  
 1:30pm Arrive at ABC School  
 2:30pm

Fill in your itinerary below. Be specific.

Time:	Destination:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

8. Emergency Plan: In the event of an emergency, the principal will be contacted. Emergency phone numbers, medications, etc. will be taken on the trip.
9. Permission: Written permission of the parent/guardian must be obtained before any student may participate.
10. Approval: I understand this request must be completed in a timely manner and reviewed by my building principal before submission to the Superintendent and School Board. The request must be in the District Office 2 weeks prior to the Board Meeting preceding the trip for Board authorization. It is my responsibility to make all arrangements for a substitute, registration, lodging, and transportation, if necessary.

\_\_\_\_\_ Teacher's Signature \_\_\_\_\_ Date

\_\_\_\_\_ Principal's Signature \_\_\_\_\_ Date

\_\_\_\_\_ Superintendent's Signature \_\_\_\_\_ Date