

PHILOMATH SCHOOL DISTRICT 17J

Field Trip Request

Teachers: Please complete proposal & return to the school office at least two weeks prior to the day of your trip. Attach a list of students to accompany.

Teacher: \_\_\_\_\_ Building: \_\_\_\_\_

Sub Needed? \_\_\_\_\_ Yes \_\_\_\_\_ No If so, For: \_\_\_\_\_ 1/2 Day ( \_\_\_\_ a.m. \_\_\_\_ p.m.) \_\_\_\_\_ Full Day

Department/Club \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Time of Trip: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Date of Return: \_\_\_\_\_ Time of Return: \_\_\_\_\_ Number of Adults: \_\_\_\_\_

Destination and City: \_\_\_\_\_

Rationale: \_\_\_\_\_

Mode of Transportation (bus, car, walk, etc.) \_\_\_\_\_

Round Trip Mileage: \_\_\_\_\_ Approximate Cost: \_\_\_\_\_

Account Number: \_\_\_\_\_

Other Information: \_\_\_\_\_

Notice Sent to Parents: \_\_\_\_\_ Yes \_\_\_\_\_ No

Complete schedule of activities (Travel Log) and hand in permission slips of those attending **At The Time You Leave For The Trip**

Total Funds Requested, if any: \_\_\_\_\_

Table with 4 columns: Approved, Not Approved, Approved, Not Approved. Bottom row contains Principal and Superintendent.