

EASTERN PULASKI FIELD TRIP REQUEST FORM

1. Board Policy State the Following Provisions Regarding Field Trips:

- A. School-time field trips are discouraged during the months of September and May.
- B. Field trips necessitating overnight lodging are discouraged; however, if it is a necessary part of the learning experience, board approval must be obtained in advance.
- C. The organization or club taking the trip is required to pay the driver's expenses through the Superintendent's Office.
- D. All out-of-state field trips require board approval in advance.
- E. The Superintendent or his designee will assign bus drivers to all field trips.

2. Sponsor's Name: _____ Organization: _____

3. Driver expenses are to be taken from what account? _____

4. Day of week and date of planned trip? _____

Students will leave at (time): _____ Approximate return (time): _____

Students will depart from: _____ Return to: _____

5. **PLEASE SUBMIT THE EXACT DESTINATION AND PLANNED ITINERARY WITH THIS FORM.**

6. List all adult chaperons who will be responsible for the students. _____

7. Describe briefly how you feel this trip will benefit students. _____

8. Number of students making trip? (Minimum of twenty (20) students required for school bus trips unless approved in advance by the Superintendent – contests and games exempt) _____

9. Standards Addressed: _____

10. Other Comments: _____

Date: _____

Sponsor's Signature

Date: _____

Principal's APPROVAL or DISAPPROVAL

Date: _____

Superintendent's APPROVAL or DISAPPROVAL

Bus Driver(s) Assigned: _____

Comments: _____

** Sponsors/Chaperons are reminded that it is the responsibility of the bus driver to safely transport the students to and from the designated destination and the sponsors/chaperons to supervise the students while on the bus as well as the activity.