



Burlington Elementary Field Trip Request/Info. Form

Date of Trip: _____

Location of Trip: _____

Destination Address and Phone #: _____

Destination Instr. _____

Trip Sponsor and ph #: _____

Grade Level: _____ **# of Students Going:** _____ **#of Staff Going:** _____ **# of Chaperones:** _____

Loading time at School: _____

Departure Time From School: _____

Loading Time at Event: _____

Departure Time From Event : _____

Return to School Time: _____

of Busses Needed _____

Special Needs Bus Required? YES NO

Lift Bus? YES NO

Student(s) Names: _____

Description of Trip and Educational Purpose: _____

OFFICE INFO.

Cost of Trip: _____ **Deadline to Turn in \$:** _____ **Sack Lunch Needed?: YES NO**

Where Will Students Eat and at What Time? _____

Chaperones? YES NO **Where Should They Report(to class?) and at What Time?:** _____

Students Who are Staying Behind and Where They Will Be: