

**Mooreville Graded School District
FIELD TRIP REQUEST FORM**

Required: Submit request 2 weeks prior to field trip – 3 weeks, if overnight or out of state)

Is this an overnight trip? Yes No * Signature of Superintendent is **REQUIRED**
3 weeks in advance if overnight or out of state.

Will this trip cross state lines? Yes No

Date of Request: _____

School: _____

Teacher: _____ Grade: _____ Date of Trip: _____

Destination of Field Trip: _____

Field Trip Relationship to Classroom Curriculum: _____

Number of Students _____ Transportation Requested: MGSD Other

Cost Per Student: _____ Time of Departure: _____

*Number of Bag Lunches: _____ Time of Return: _____

**(Upon approval of trip, send copy to Cafeteria Manager if lunches are needed)*

List Names of Additional Adult Supervision: Must have a minimum of **1 adult per 10 students in grades K – 8** and **1 adult per 15 students in grades 9 – 12**. Bus driver(s) should not be counted.

Principal's Signature: _____ Date: _____

* Superintendent / Designee: _____ Date: _____

IMPORTANT: All requests must be signed (digitally or by hand) and sent to your principal for approval and then to C&I for final approval.