

Out-of-State/Overnight Field Trip Request

The Board of Education meets on the Third Wednesday of each month. Requests must first be submitted to the Administrator/Athletic Director, then must be submitted to the Superintendent at least one full week prior to the Board Meeting. Thank you for your timely cooperation.

Today's Date: _____

Out-of-State

Overnight

Team/Group/Persons _____

Purpose of Trip _____

Date/Time Leaving _____

Date/Time Returning _____

Destination _____

Miles to Destination _____

Staff Member(s) in Charge _____

Number where staff member can be reached _____

Chaperones _____

Means of Transportation _____

Number of Students involved _____

Cost of the Trip _____

Cost for Each Student _____

How will the difference between total cost and the per pupil charge be paid?

Building Principal's Signature _____