

Buckeye Elementary School District #33



Field Trip and/or School Vehicle for School Activity Request

NOTE: Field trips over 100 miles or overnight trips must have Governing Board approval

SCHOOL/SITE REQUESTING: _____

Printed Name of person making request: _____

Grades and/or Teachers attending: _____ Date _____ Phone/Ext. # _____

TRANSPORTATION

Request use of: # of Buses _____ Car _____ Van _____ Walking field trip _____

Date Needed: _____ Total # of students: _____ # of adults: _____

Departing from Buckeye @ _____ Leaving for Buckeye @ _____ (Buses need to be back by 1:30 p.m. on M/T/Th/Fr, NO Wednesdays)

Destination: _____

Address: _____

FOOD SERVICE

Will the grade level be eating lunch in the cafeteria? Yes _____ No _____

of sack lunches needed: _____ No sack lunches needed: _____

Equipment needed (ice chest, etc.): _____

EDUCATIONAL SERVICES (What standards does this trip align with?)

Purpose of Request: _____

THIS FORM NEEDS TO BE SUBMITTED AT LEAST 4 WEEKS PRIOR TO DATE NEEDED

Signatures of Approval (please use order as seen below)

Site Administrator _____ Date _____
Director of Transportation _____ Date _____
Assistant Superintendent, Educational Services _____ Date _____
Director of Food Services _____ Date _____

If request is approved by administration, it is contingent on availability of buses and drivers