

2002-AR (Field Trips) Regular Field Trip Request Form

WALLED LAKE CONSOLIDATED SCHOOL DISTRICT
REGULAR FIELD TRIP REQUEST FORM

Traveling by: WL School Bus Charter Bus Personal Vehicle Foot
(Account # Required-see below) (Attach Insurance Copy) (Consent Forms kept w/school) (No Transportation)

**Students driving a personal vehicle, the trip distance cannot exceed 35 miles, 2002-AR Field Trip Private Transportation Authorization form is required.*

School _____ Grade _____ Date(s) of Trip _____

Destination _____

Time of Departure from School _____ Time of Return to School _____

<u>Name(s) & Phone Number(s) of Staff Members Attending</u>		Total Participation _____
1. _____	6. _____	# of Students _____
2. _____	7. _____	# of Staff _____
3. _____	8. _____	# of Chaperones _____
4. _____	9. _____	# of Instruments _____
5. _____	10. _____	# Special Equipment _____
		(Ratio: EI/5:1, MS/7:1, HS/8:1)

- Indicate educational merits of this field trip and how it relates to your classroom instruction:

- Have you made necessary arrangements with authorities at your destination? Yes ___ Does Not Apply ___
- Have you notified cafeteria and itinerant staff of the date of your trip? Yes ___ Does Not Apply ___
- Indicate account number for WL transportation billing: _____
- Substitute arrangements have been made where necessary. Yes ___ Does Not Apply ___

Principal Signature Date Cabinet Member Approval Date

Field trips using Walled Lake buses (77 passenger) are to be taken between the hours of 9:15A-1:30P.
****Only Walled Lake students and authorized chaperones are permitted to ride school buses.****
After hours transportation contact numbers: _____

<u>FOR TRANSPORTATION USE ONLY</u>	
<i>Field Trip Salary Rates</i>	
<i>Weekday \$33.00/hour • Saturday \$50.00/hour • Sunday & Holiday \$66.00/hour</i>	
Your account(s) have been charged as follows:	
Field Trip Salary (_____ hours _____ minutes @ _____/hour)	\$ _____
Field Trip Mileage (_____ miles @ \$2.00/mile/per bus)	\$ _____
	TOTAL \$ _____
Journal Entry #: _____	Logged on: _____