

SUPPLEMENTARY FIELD TRIP REQUEST FORM

In accordance with Staples Motley Policy #610 Field Trips, all supplementary field trips must be approved by the building Principal and requested in advance of the planned activity.

Please complete and forward this form to the building Principal before informing students of the event.

Person(s) making the request: _____

Building _____ **Date of Request** _____

Name of Group or Activity _____

Trip to: _____ **Purpose** _____

Number of students participating _____

Dates of Trip: From _____ to _____

Funding Source: (Funded externally or Internally) _____

Are fundraising activities planned to help fund this trip? _____ If so, please describe:

Transportation: School Bus _____ Charter bus _____ Car _____ Van _____ Plane _____ Other _____

Cost per Teacher and/ or Chaperone \$ _____ Cost per student \$ _____

Signature of teacher making request: _____

Approval of building Principal: _____

Please attach a copy of itinerary