

# MONOMOY REGIONAL SCHOOL DISTRICT

## FIELD TRIP REQUEST FORM

Coordinating Teacher: \_\_\_\_\_ Teacher Cellphone Number: \_\_\_\_\_

Other Teacher(s): \_\_\_\_\_ Grade(s): \_\_\_\_\_

School:            CES                    HES                    MRMS                    MRHS                    Date(s) of Trip: \_\_\_\_\_

Time of Departure: \_\_\_\_\_ Return Time to School: \_\_\_\_\_

Destination: \_\_\_\_\_

\*This request must be approved by your School Nurse, Principal and Superintendent at least four weeks prior to US trips and International trips.\*

**Purpose of Trip – Include Direct Connection to Curriculum Standards:**

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School Nurse Needed on Trip:                    Yes                    No

Other accommodations needed: \_\_\_\_\_

**IF Airport Travel:**

*Please provide Airline name, flight # and arrival time*

**Type of vehicle requesting (School bus 45 – 2/seat (MS/HS) or 71 @ 3/seat. Coach Bus = 54 seats)**

Motor Coach/#: \_\_\_\_\_ School Bus/#: \_\_\_\_\_ Handicap Accessible Bus: \_\_\_\_\_

Walking-No Bus: \_\_\_\_\_ School Van \_\_\_\_\_

Total Number students: \_\_\_\_\_ Total Number of Teachers: \_\_\_\_\_ Total Number of Chaperones\*\* : \_\_\_\_\_

\*\*Please plan on at least one (1) chaperone per group of 10 students\*\*

\*\*CHAPERONES MUST BE CORIED by MONOMOY REGIONAL SCHOOLS\*\*

Sources of Funds (must be indicated prior to approval):    School Budget                    Student Fee                    Grant

<p><b>Budget For Day Trips:</b>                  If using the bus company: Hourly rate \$42.47. Mileage Rate \$1 per mile. Please attach Google Map directions</p> <p>_____ hours x \$42.47 = _____</p> <p>_____ miles x 2 (Round Trip) x 1 = _____</p> <p># of Buses: _____</p> <p><b>Total Transportation Costs:</b>                    \$ _____</p> <p><b>Admissions Cost:</b>                    \$ _____</p> <p><b>Total Cost:</b>                    \$ _____</p> <p><b>Total Cost per student:</b>                    \$ _____</p> <p><a href="mailto:Faith.Rushnak@frushnak@monomoy.edu">Please email to Faith Rushnak@ frushnak@monomoy.edu</a></p>	<p style="background-color: yellow;"><b>For out of state and overnight trips, please attach a budget and itinerary.</b></p> <p><b>APPROVALS</b></p> <p>_____</p> <p>Teacher                    Date</p> <p>_____</p> <p>School Nurse                    Date</p> <p>_____</p> <p>Principal                    Date</p> <p>_____</p> <p>Superintendent                    Date</p> <p style="text-align: center;">APPROVED                    NOT APPROVED</p>
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