

GSL School Field Trip Request Form

Completed form must be turned into your building principal at least two weeks prior to proposed trip. For extended field trips board approval is needed prior to beginning any fundraising efforts.

Type of Trip:

_____ Instructional (Required, District Expense) _____ Supplementary (Voluntary) _____ Extended (Overnight)

➤ If trip is **Supplementary**, you must provide alternative assignments for students not attending.

Staff Member Name: _____

Building: _____ Lincoln Elementary _____ Lakeside _____ GSL Jr. /Sr. High School

Class or Grade: _____ Destination: _____

Number of Students: _____ Number of Chaperones: _____

Date of Proposed Field Trip: _____ Time of Departure: _____ Time of Return: _____

Expenses:

How will trip be paid for: _____ Fundraisers _____ Students _____ Donations _____ Other

Substitute: \$_____ (\$151.86/day)

Transportation: \$_____ (Bus – \$4.00 per mile for driver and mileage (These are approximate costs. Final expenses determined after the completion of the trip and actual miles and hours are known.)

Tickets: \$_____ (Group Total)

Misc. Expenses \$_____ Type: _____

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Total Expenses \$_____ Cost Per Student: \$_____

Teacher Responsibilities:

- _____ Notify office so the trip can be posted on the master calendar.
- _____ Notify Health Office - a minimum of 2 weeks prior to field trip, to plan (as needed) for student health services.
- _____ Arrange for a substitute for all chaperones if needed.
- _____ List of students attending submitted to the office.
- _____ List of students attending to Food Service staff so they can adjust lunch count.
- _____ Request and complete the proper transportation form (available in the office).
- _____ Signed permission slips have been returned by all parents.

Teacher Signature: _____

Date: _____

_____ Approved

_____ Not Approved Reason for disapproval: _____