

KANKAKEE VALLEY SCHOOL CORPORATION FIELD TRIP REQUEST

School: _____ Grade (Class): _____

Competition (Yes or No) _____ Competition Name or Nature: _____

Date of field trip: _____ to _____

Location and or Venue: _____

Educational purposes: _____

Related Curriculum: _____

***Payment for field trip bus drivers and mileage will be billed to the sponsoring organization or school unless the trip is necessary to participate in a class-related competition, as determined by the Superintendent.**

***Payment for activity bus usage will be billed to the sponsoring organization or school for mileage only unless the trip is necessary to participate in a class-related competition, as determined by the Superintendent.**

	Regular Bus	Special Ed Bus	Activity Bus <i>(The sponsor is responsible for contacting Garage to schedule)</i>	Equipment Bus	Students	# Of Chaperones <i>(Including staff chaperones and excluding bus drivers)</i>
How Many?						

Staff Chaperones: _____

Must have a ratio of fifteen (15) students to one chaperone for approval.

Payment of bus driver(s) *Include .40/mile and fill in prior to request:* _____

Departure time: _____

Return time: _____

Organization: _____

School: _____

Circle Periods A Substitute Will Be Needed: None 1 2 3 4 5 6 7 All

***Sponsor signature:** _____

Sponsor printed name: _____ **Date:** _____

YOUR SIGNATURE INDICATES THAT YOU HAVE READ AND UNDERSTAND FIELD TRIP GUIDELINES

Action by Principal: ___Approved ___Disapproved Initials: _____ Date: _____

Action by Transportation Director: ___Approved ___Disapproved Initials: _____ Date: _____

Action of Superintendent: ___Approved ___Disapproved Initials: _____ Date: _____

Action of School Board *if necessary:* ___Approved ___Disapproved Initials: _____ Date: _____

(Corp USE) Transportation will be billed to the sponsoring group or organization: YES ___ No ___

MUST BE SUBMITTED AT LEAST TWO (2) WEEKS PRIOR TO LEAVE DATE

**Teachers, if you do not receive electronic confirmation of this request within two weeks of submittal, please contact your building principal.*