

### Notus School District No. 135

#### General Field Trip Request Form

Submit this form to the Principal 30 days prior to each respective field trip.

#### **Field Trip Overview**

Date of Request \_\_\_\_\_

Field Trip Organizer: \_\_\_\_\_

Chaperone(s) Name(s): \_\_\_\_\_

Group/Grade Level: \_\_\_\_\_

Estimated # of Student Participants \_\_\_\_\_

Date of Trip \_\_\_\_\_ Destination of Field Trip \_\_\_\_\_

Brief Description of the Educational Learning Experience (s) \_\_\_\_\_

#### **Transportation**

Date and Time of Departure from School \_\_\_\_\_

Date and Approximate Time of Arrival Back on School Campus \_\_\_\_\_

(Check all that apply)

<input type="checkbox"/> District Activity Bus	<input type="checkbox"/> Round Trip	<input type="checkbox"/> One Way Take	<input type="checkbox"/> One Way Return
<input type="checkbox"/> Contracted/ Chartered Bus	<input type="checkbox"/> Round Trip	<input type="checkbox"/> One Way Take	<input type="checkbox"/> One Way Return
Driver Name(s):			
<input type="checkbox"/> Other (Specify)	<input type="checkbox"/> Round Trip	<input type="checkbox"/> One Way Take	<input type="checkbox"/> One Way Return
Other Specifics:			

**Expenses**

Transportation \_\_\_\_\_

Other \_\_\_\_\_

Total \_\_\_\_\_

Total Cost Per Student \_\_\_\_\_

Budget Code:
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**Assurances**

- Each participating student will submit a signed General Field Trip Permission Form (2550F4)
- Field Trip Organizer will adhere to Policy 2550 and General Field Trip Guidelines 2550P2

\_\_\_\_\_  
Field Trip Organizer Name & Signature

\_\_\_\_\_  
Principal Name and Signature

Administrators 'Stipulations of Approval' (if any):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Policy History:**

Adopted on: August 12, 2024

Revised on:

Revised on: