



SOUTHERN FULTON SCHOOL DISTRICT

REQUEST FOR FIELD TRIP

Field trip requests that have been budgeted may be approved by the Superintendent. Only those field trips not included in the district budget or are overnight trips need to be approved by the Board of Directors at a regularly or specially scheduled Board Meeting. Therefore, it is imperative to make requests one month or more (if possible) in advance of the intended date of the trip. All items for the Board work session and meeting agendas must be submitted at least one week prior to the meeting date.

Due to the limited number of buses available for field trips, it is not wise to schedule all school field trips in the last month of school. It is to your advantage to spread them out and to justify the experience necessary for the fulfillment of this planned course.

Date Requested _____ Date of Trip _____ School Year _____

Grade or Group taking trip _____

Destination of trip _____ Distance (round trip) _____ miles

Time leaving _____ Time returning _____

Reason for trip _____

Location of Pickup _____

Location of Drop-off _____

Number of Students _____ and Adults _____

Vehicle to be used: (check one) _____ School Bus

_____ Charter Bus Service

_____ School Van

If other form of transportation, please specify _____

This trip (check one) _____ has been budgeted at (amount) \$ _____

_____ has not been budgeted, please give name of sponsor

Name of Sponsor: _____

Is a substitute teacher needed? _____ Yes _____ No How many? _____

Has bus contractor been contacted? _____ Yes _____ No Date _____ Initials _____

Approved in August _____ Yes _____ No Date _____

Principal Signature: _____

Superintendent Signature: _____

This section is to be completed by Contractor

CONTRACTOR INFORMATION

Total Miles Run _____ Charge per Mile _____ Amount of Layover time: _____

Total Mileage Charge or Minimum Miles Charge _____

Total Charge: _____ Total Number of Vehicles used: _____

Odometer Reading at Start of Trip: _____

Odometer Reading at End of Trip: _____

Coach/Advisor Signature _____

Contractor's Signature _____ Date _____