

FIELD TRIP REQUEST FORM

STEP 1: APPROVAL (Required minimum 10 days in advance of trip)

Preferred Date of Trip: _____

Alternate Date (if possible): _____

Lead Teacher: _____

Grade Level: _____

Number of Pupils: _____

Number of Staff/Chaperones: _____

Destination: _____

Cost (specify if per student or whole group) _____

Name of Organization for payment: _____

If approved, please indicate if payment must be mailed in advance or if you plan to take the payment with you on the trip: _____

Specific Learning Goal(s) related to trip:

Pre-Trip Lessons/Activities to be Done in the Classroom:

Post Trip Activities/Lessons to Reinforce/Extend Learning:

Date of Application: _____

Principal Signature: _____ Approved Denied

Superintendent Signature: _____ Approved Denied

Upon Superintendent Approval, form will be returned to Building Principal to complete reverse side of this form

After approval, Complete Steps 2 & 3 of this form & return (with a requisition if applicable) to Central Office for transportation supervisor & treasurer to process.

***Prior to completing, principal should contact Deb Briggs to see if preferred date or alternate date is required.**

STEP 2: TRANSPORTATION

Date of Trip: _____

Physical Address of Trip:

Leave Time from Buckeye: _____

Preferred Loading Area: _____

Approximate Departure time from Trip Address: _____

Return Time (for bus arrival at Buckeye): _____

Handicapped Bus Needed: Yes / No (*please circle one*)

Number of Riders: _____

InfoFinder Completed: Principal Signature: _____

Date Completed: _____

*Please provide a [seating chart template](#) for the lead teacher to complete prior to trip.

STEP 3: PAYMENT

What is the exact cost for the Field Trip? _____

Select one:

- Check should be mailed – Due date: _____
- Teachers will take check along on date of trip

***Attach a requisition to this document prior to submitting.**

If applicable, provide an invoice to the Treasurer office.

STEP 4: Trip Evaluation & Reflection

After the trip, the building principal may require the completion of this form.

- 1. What was the purpose of the trip?***

- 2. To what extent did the trip satisfy the intended learning goals?***

- 3. Would you select this trip again based upon this experience? Clarify your response.***

- 4. Would you make any adjustments to this trip in the future?***