

Field Trip Request Form

SEP 22 2026

INSTRUCTIONS

Teacher/Chaperone: Fill out the first section of this form and submit it to the appropriate building principal.

AU requests should be submitted a minimum of two weeks prior to the field trip date.

Principals: Sign off on request form and forward request to Transportation Department.

Transportation: Sign off on request form, schedule trips and forward completed copies to appropriate building.

NOTE: Overnight, out of state and out of country trips require Board of Education approval. Please plan ahead for sufficient time for approval.

BUSINESS OFFICE

Today's Date 9/18/26

Field Trip Date 4/28/30

Rain Date



I request approval for the field trip outlined below.



I request that transportation be provided for this field trip.

(Check one)



School District



Contract Carrier

If school transportation is requested, it is understood that all field trips needing to leave prior to 9:15 AM or return after 2:00 PM MUST have prior approval from the Transportation Department. Do not commit to any field trip of this type before Transportation Department approval.

NOTE: No trips can be scheduled after second week in June.

SCHOOL

(Check One)



High School



Middle School



Gordon Creek



Milton Terrace



Wood Road



Malta Avenue

Teacher(s)/Advisor(s): A. Gouvitsas & J. Hughes

Sponsor: Gerber Tours

Destination: Washington, DC

Educational purpose See attached

Are instructional Substitutes required: Yes ☒ No ☐ If Yes, How Many? +/- 5

(Attach a copy of professional development request form requesting substitute funds)

Departure Time From School: 6:00 ☒ AM ☐ PM (Check One) Pick Up Location Bus LoopDeparture Time From Event: 12:00 ☐ AM ☒ PM (Check one) Time Back at School: 9:00 ☐ AM ☒ PM (Check one)

of Pupils: 230

W/C or A/C Bus Required? ☐

60

of Chaperones:

Indicate any monies needed by students for admission fees, lunches, etc. \$

AUTHORIZATIONS

Building Principal

Approved ☒Denied ☐

Charge to account:

Signature



Date

9/18/26

Transportation Approved ☐Denied ☐

Signature

Date

Superintendent Approved ☐Denied ☐

Signature

Date

Board of Education Approved ☐Denied ☐

Signature

Date

To: Dr. Duca and the Ballston Spa Board of Education
From: Class of 2031 (Ballston Spa Middle School 8th grade)
Date: September 11, 2026
Re: 8th Grade Class Trip to Washington, DC

The Ballston Spa Middle School 8th grade class is planning on returning to Washington, DC in April of 2027!

We are traveling with our tour company (Gerber Tours) and the trip will cost students \$780, including their admissions, hotel, transportation and two meals. Additional spending money will be required for 3 meals and souvenir purchases (approximately \$100?). Students will have the opportunity to fundraise for the trip. Proceeds from Group Fundraising that remain in the class account will be transferred to their HS account in the fall of 2027.

This trip offers many wonderful opportunities for our students, including exploring the National Mall and monuments, and various Smithsonian museums. Students will also visit the National Zoo.

We are anticipating your approval of our trip and are looking forward to making memories with our students outside of the classroom.

At this time, we are anticipating less than 5 substitutes, but we will not know exactly how many until the spring.

Thank you for your consideration and continued support.

Stacey Gouvitsas & Jennifer Hughes