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 or Student Group: _____

Number of Students: _____

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): _____

Students will eat school lunch? Yes / No *(please circle one)* *If NO- principal notify Judy*

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?***