MARYSVILLE PUBLIC SCHOOLS
DAY FIELD TRIP
REQUEST FORM

Please complete the following form any time you are planning a field trip or special activity involving students leaving school grounds. This form must be turned into the office as soon as possible. This form must also be on file in the office prior to leaving the building.

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School: _____ Today's Date: _____ Date of Trip: _____

Teacher: _____ Grade: _____

Destination: _____
(*Overnight Field Trips must have Board approval – Please Use Overnight Forms)

# of Students: _____ # of Staff: _____ # of Chaperones: _____

How will this trip be funded? _____

Purpose of Trip: i.e. Subject Area Covered/Course of Study (include attachments/itinerary):

_____

_____

(Please be sure to turn all money in to the office)

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<u>TRANSPORTATION: (Contacts to Bus Garage should be made by Bldg. Secretary Only)</u>
Type of Transportation: _____ Bus (School or Charter – circle one)
_____ School Van
_____ Other _____

Time/Date Leaving (from school): _____ Time Returning (to school): _____

<u>COST:</u>
Total Cost: $ _____ Total # of Students: _____ Total Student Cost: $ _____

ADDITIONAL INFORMATION: (Special Instructions – dress code, lunch instructions, spending money, etc):

_____

_____

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FIELD TRIP APPROVAL

_____ _____
Principal's Signature **Date**

_____ _____
Superintendent's Signature **Date**