

FIELD TRIP REQUEST FORM

Instructions:

1. Complete and submit this form to the School Operations Manager **two (2) weeks** in advance of field trip date.
2. Complete the Field Trip Permission Form and send home with students. The teacher must receive this permission form back from the student signed by his/her parent or guardian in order to attend.
3. If the field trip destination requires payment, all students must pay and should return the consent form with exact change, check or money order. Please collect funds from all students and submit to the SOM with the Payment Receipt Log. Request for school payment for the field trip should be requested through the SOM ten (10) days in advance. You should continue to collect any payments that students submit up until the date of the field trip.
4. School will pay the cost for teachers who are chaperoning. However, any parents attending the field trip must pay. Determine first with the field trip destination if there is a charge for teachers & chaperones.
5. If bagged lunches are needed, please notify the SOM two (2) weeks in advance.

Date of Request: _____ **Date of Field Trip:** _____

Requested by: _____ **Class(es) Attending:** _____

No. of Buses Needed: _____ **No. of Students:** _____

No. of School Staff: _____ **No. of Parent Chaperones:** _____

Destination: _____

Address: _____

Departure Time: _____ **Estimated Time of Arrival:** _____

Return Departure Time: _____ **Estimated Time of Return:** _____

Payment Required (Yes or No): _____

Principal Approval: _____

SOM Approval: _____