

# Field Trip Schedule

Grade going on field trip: \_\_\_\_\_

Date of trip: \_\_\_\_\_

Destination of field trip (place (activity) of trip and city) \_\_\_\_\_

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List all Faculty and Staff going on trip and if they have any duty that will need to be covered: (If they have duty they will need to swap with another person that has duty at that station on a different day, and let the office know who is doing this). Also, who will need a substitute.

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Cost of trip per student: \_\_\_\_\_

Will lunch be provided by cafeteria? (You will be responsible for contacting cafeteria, whether you need a lunch or not, a week ahead of time, so food can be ordered or so they will not be expecting a whole grade): \_\_\_\_\_