

**TUSSEY MOUNTAIN SCHOOL DISTRICT
FIELD TRIP REQUEST FORM**

(When completed, place in Principal's mailbox)

1. Day and date of proposed field trip: _____
2. Grade (s): _____ School(s): _____
3. Total # for which transportation is desired: _____ # of buses requested _____
4. Field trip destination: _____
5. Give approximate number of miles: _____
6. List supervisors/chaperones: _____
7. Trip Coordinator Name(s) _____
8. Departure time from school: _____ a.m. p.m. (circle one)
9. Approximate time returning from this trip: _____ a.m. p.m. (circle one)
10. Describe the education purpose of the field trip: _____
11. Have all student permission slips been issued and received? YES _____ NO _____
12. Estimated cost and how to be paid:
Transportation: Student cost _____ How being paid _____
Adult cost _____ How being paid _____
Admissions: Student cost _____ How being paid _____
Adult cost _____ How being paid _____
13. If being paid by PTA, please have PTA representative sign here: _____
14. If being paid from school donation fund, please have principal sign here: _____

*****A FIELD TRIP EXPENSE FORM MUST BE COMPLETED AND SUBMITTED TO THE DISTRICT OFFICE WHEN SUBMITTING FUNDS OR PAYMENT INFORMATION.*****

PRINCIPAL'S OFFICE _____ Approved _____ Disapproved _____ Date _____

SUPERINTENDENT'S OFFICE _____ Approved _____ Disapproved _____ Date _____