

Maine School Administrative District #37*P.O. Box 79, Harrington ME 04643***FIELD TRIP REQUEST FORM****Please Note: This form should be submitted at least 10 days in advance of trip.**

1. School (or schools) involved: _____
2. Teacher(s) making request: _____
3. Destination: _____
4. Date: _____
5. Grade(s) involved: _____
6. Number of pupils (please attach list of names): _____
7. Number of adults (please attach list of names): _____
8. Arrival time at destination: _____
9. Return time to school: _____
10. Lunch arrangements: _____
11. Do students need money? _____ How much? _____
12. Educational justification for this trip: _____

13. How will this trip be paid for? _____
14. Approx. expenses for the following: gas \$ _____ food \$ _____ lodging \$ _____ tolls \$ _____
15. Please attach an itinerary of the trip. **If a private vehicle is being used, proof of current inspection, current registration and current insurance must be provided. Insurance coverage must meet State requirements.**

Signature of person requesting trip_____
Date**Principal's Office Use Only**

1. Have cooks been notified: _____ When? _____
2. Have other teachers been notified of this trip? _____ When? _____
3. Substitute teacher necessary? _____ Has sub been scheduled? _____
4. Has consent form been sent home to parent? _____ When? _____

Signature of Principal_____
Date_____
Superintendent's Approval_____
Date**Transportation Department Use Only**

1. Departure time from school: _____
2. Departure time from destination: _____
3. Bus #(s): _____
4. Driver(s): _____

Transportation Director's Approval_____
Date