



Ash Fork Joint Unified School Dist. #31



Activity Request Form

HAS THIS BEEN CLEARED ON THE CALENDAR?

This request cannot be approved unless all boxes have been checked

Front office ☐

Athletics ☐

Facilities ☐

Please make sure you fill out this form completely and submit it to the Business Office at least 10 days prior to your event. Out of state trips must have Board Approval. Off campus trips must have chaperone and student roster attached.

Date of Request: _____

I (we), _____ hereby request permission to conduct the following activity:

Event or Activity: _____

Date of Event: _____ Time of Event: _____

Location of event: _____

Purpose of Event: (The field trip must provide educational opportunities for all students in the class and the teacher must list clear learning goals and objectives for the field trip. Some kind of follow-up should be planned upon return) _ Refer to Policy IJOA and IJOA-R _____

If off campus: Have parent chaperones been invited? _____ (at least two)

Name: _____ Name: _____

(Staff chaperones must be approved by the Superintendent): _____

Are permission slips and participant roster attached? (must be turned in prior to leaving campus) _____

Special considerations: If Yes, departments must sign before submitting for approval

Transportation: ☐ Yes ☐ No - Suburban _____ Mini Bus _____ Bus _____

Food Service: ☐ Yes ☐ No - indicate need: _____

Financial: ☐ Yes ☐ No - Purchase order (preferred) or credit card. Provide a copy of this request with your purchase requisition.

Requestors signature: _____

☐ Approved ☐ NOT Approved (reason): _____

Superintendent signature: _____

Transportation approval _____ Food Service Mgr. approval _____

Business Mgr. approval _____ Entered on website event calendar: _____