

School:		Date of the Trip:	
Teacher:		Group:	
City to Visit:		Place to Visit:	
What preparation has been made with the students to ready them for such an experience?			
Describe the follow-up activities.			
Number of Sack Lunches Needed:		<input type="text"/>	Departure Time: _____
Number of:			Return Time: _____
Students	<input type="text"/>	Teachers	<input type="text"/>
		Other Adults	<input type="text"/>
Bus Driver(s):	_____		_____
	<u>Bus Driver Name</u>		<u>Bus Driver Name</u>
Extra Salary for the driver(s) will be an expense of the school from which the request originates. Person making request should secure an approved driver. If there is a problem securing a driver, the Superintendent or the Shop Foreman should be contacted to help secure one.			
Remember:			
<ol style="list-style-type: none"> 1. Requests are due two (2) weeks prior to trip date. 2. Drivers must complete a <u>Field Trip Information Sheet</u>. 3. Call the Shop foreman the day before to remind him to prepare a bus, give you the bus number, and request a cellular telephone if needed. All field trip buses traveling out of county, after 5:00 p.m. or on weekends must have a cellular telephone aboard. The teacher or driver may use a personal cellular telephone. 			
_____		_____	
Requesting Teacher Signature		Date	
_____		_____	
Principal's Approval Signature		Date	
_____		_____	
Pre-Approval Signature		Date	
_____		_____	
Superintendent's/Designee's Approval Signature		Date	
Comments:			