

RSU # 12 Field Trip Request Form

Please address your Field Trip Request to your Principal/Supervisor.

**** IMPORTANT: All field trip forms must be completed and in the hands of the Transportation Director at least 2 weeks prior to the trip. Any exceptions must be approved by the building Administrator and the Transportation Director.**

A Field Trip Report is due back to the Transportation Director within 3 business days of trip.

Today's Date:

NAME of person requesting trip approval:
Name of SCHOOL:

Date of Trip:

Destination:

Pickup Time:

Purpose of trip:

Return Time:

of Students:

of Chaperones:

of Buses:

After completing this please send to your Principal/Supervisor

Budget Account #:

Account # Must be filled in by Principal/Building Administrator

(circle one)
Approved Denied Principal/Admin.

(signature of approval)

(To expedite, Principals please scan & e-mail this to Mr. Merry after signing)

Approved Denied Mr. Merry

Approved Denied Mr. Tuttle

** If resources other than the budget are to be used to pay for this trip or if the trip is denied please explain below:
