GREENFIELD R-IV SCHOOL DISTRICT STUDENT FIELD TRIPS AND EXCURSIONS

(School-Related Student Trip Request Form)

This form is to be submitted at least two (2) weeks prior to trip.		
School:		
Faculty Member(s) Sponsoring:		
Type of Trip (check one)		
O Classroom Field/Trip		
O Class (i.e., Junior, Senior Trip) specify:		
O Organization/Club Trip, specify:		
O Out of State O In Town O Out of Town	· ·	
If Overnight Give Name, Address and Phone of Lodging:		
Destination		
Destination:		
Address:	Phone:	
Date(s) of Trip: Departure Time: _		
Purpose/Educational Value:		
Funding/Billing		
(No student shall be denied the trip because of an inability to pay.)		
Source of Funding for Trip:		
Bill trip expenses to: O Sponsoring organization	O School district	
O Board	O Other:	
Mode of Transportation		
Is district transportation needed? O Yes O No		
O Chartered Transportation		
O Private vehicle (if allowed by district policy)		
Individuals Attending		
Number of students: Faculty sponsors:		
Other chaperones: Total # of participants:		
Supervision (list names of adults accompanying students on trip)		
Signature of Faculty Sponsor	Date	
-		

For Office Use Only	
Trip Has Been: O Approved O Denied	
If denied, reason:	
Signature of Principal/Designee	Date
Signature of Superintendent/Designee	Date
For overnight and/or out-of-state trips, approval of the superintendent and/or Board may be required.	

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Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Implemented: November 20, 2018

Greenfield R-IV School District 410 College Street Greenfield, Mo. 65661