

## Field Trip/ Bus Request Form

*This form must be filled out for any field trip that you want to take students on – in or out of county. It must be turned in to Mrs. Hipp at least **ten** days before you want to go on a trip.*

Name \_\_\_\_\_ Class/Period \_\_\_\_\_

Date of trip \_\_\_\_\_

Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_

Number of Students \_\_\_\_\_ Number of Adult Chaperones \_\_\_\_\_

Destination \_\_\_\_\_

Total Round Trip Mileage (if out of county) \_\_\_\_\_

Cost of Transportation (\$1 per mile) \_\_\_\_\_

**Activity cost includes;** ticket price, sub pay and any extras provided for the student

**Transportation cost includes;** driver pay and mileage

Total Field Trip Cost \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_  
*activity cost per student      transportation cost/student      total \$ per student*

Time frame away from school \_\_\_\_\_

Number of buses needed \_\_\_\_\_ Driver(s) \_\_\_\_\_

Plan for students staying back \_\_\_\_\_

Common Core/Essential Standards Objective \_\_\_\_\_

\*Remember you must turn in all money to Rebecca Miller at least 5 days before your trip

\*\*You may take your class on only one field trip per semester that takes the students away from other classes.

\*\*\* No Field Trips will be approved in December or May.

\*\*\*\* If you plan on using any department funds you need to get your Department Chair's signature.

Administration Comments: