



Regulator Field Trip Request

OC

Directions: Staff, please indicate the field trips you are requesting. Please submit at least 4 weeks before field trip.

Teacher: _____

Grade Level: _____

Number of Students: _____

Requested Chaperones #: _____

Destination: _____

Date of Trip: _____

Leave time AM/PM; _____

MONTH/DAY

Return time AM/PM: _____

Describe activity of trip:

Educational Trip

Recreational Trip

Projected cost of trip (Include registration, entrance fee, meals, etc., calculate mileage at \$3.50 per round trip miles).

Projected Costs for Trip

Registration/entrance costs: _____

Meals: _____

Sub costs: Teacher/Para _____

Other costs: _____

Total Mileage x 3.50= _____

Total Cost _____

Request for district to fund this trip? _____ YES _____ NO (see below)

Grant funds-how will they be used?

Proposal to fund this trip or a portion of the trip if not covered by district? Students/parents/fund raisers, etc.?

Additional Information:

-----District Office Information-----

Approved: _____
Principal/Date

Not Approved: _____
Principal/Date

Approved: _____
Superintendent/Date

Not Approved: _____
Superintendent/Date

Budget Code: _____

TBS-too be scheduled /Not approved yet

Transportation Cafeteria Business Office

OC-on calendar/Approved

Teacher Other: _____