

APPENDIX A:

BUENA VISTA CITY SCHOOLS-FIELD TRIP REQUEST FORM

TEACHER NAME \_\_\_\_\_

GRADE \_\_\_\_\_

DATE OF REQUEST \_\_\_\_\_

SCHOOL \_\_\_\_\_

DESTINATION \_\_\_\_\_

DATE OF TRIP \_\_\_\_\_

DEPARTURE TIME \_\_\_\_\_ RETURN TIME \_\_\_\_\_

BUS TRANSPORTATION NEEDED? (CIRCLE ONE) YES NO

HANDICAP BUS NEEDED (CIRCLE ONE) YES NO

LUNCH REQUEST (CIRCLE ONE) YES NO IF SO, HOW MANY \_\_\_\_\_

\* A LIST OF STUDENTS NEEDING A PACKED LUNCH SHOULD BE SUBMITTED TO CAFETERIA AT LEAST 3 SCHOOL DAYS BEFORE TRIP

NUMBER OF STUDENTS \_\_\_\_\_

LIST OF CHAPERONES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LIST THE RELATIVE VA SOL'S AND EDUCATION OBJECTIVE(S) OF THIS TRIP. WHAT CLASSROOM FOLLUP IS PLANNED?

\_\_\_\_\_

TEACHER SIGNATURE \_\_\_\_\_

PRINCIPAL SIGNATURE \_\_\_\_\_

TRANSPORTATION SIGNATURE \_\_\_\_\_

ASSISTANT SUPERINTENDENT SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

AUTHORIZED \_\_\_\_\_

NOT AUTHORIZED \_\_\_\_\_

SCHOOL BOARD EXPENSE

- \_\_\_\_\_ 100% SCHOOL BOARD EXPENSE
- \_\_\_\_\_ BUS-LOCAL SCHOOL PAYS TRANSPORTATION
- \_\_\_\_\_ SCHOOL CAR
- \_\_\_\_\_ PRIVATE CAR
- \_\_\_\_\_ NO EXPENSE TO SCHOOL BOARD