

GRANT COUNTY SCHOOLS FIELD TRIP REQUEST FORM

Curricular Type A B C D (See page 2 for code descriptions) Extracurricular

TEACHER/SUPERVISOR _____ ACTIVITY _____

SCHOOL _____ DESTINATION _____

DATE OF DEPARTURE: _____ DATE OF RETURN: _____

OF STUDENTS TRAVELING _____ NAMES OF CHAPERONES (One chaperone **required** for every 10 students) _____

Have or will parent permission slips be obtained? _____ **Students are not permitted to travel unless parent permission slips have been obtained in advance**

CURRICULAR? - Attach (1) lesson plan or IGO and (2) itineraries.

MODE OF TRANSPORTATION: Bus Van Car Other _____

SUBSTITUTES:

<u>REGULAR TEACHER</u>	<u># OF SUB DAYS</u>	<u>PAID BY</u>
_____	_____	_____
_____	_____	_____

ANTICIPATED EXPENSES:

MILEAGE:

Bus _____ Miles @ 50 cents/mile	\$	
Van _____ Miles @ 40 cents/mile	\$	
Car _____ Miles @ 48.5 cents/mile	\$	

BUS OPERATOR:

_____ Hours @ \$18.75/hour \$ _____

SUBSTITUTE TEACHERS:

_____ Days @ \$125/day \$ _____

OTHER:

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Anticipated Expenses: \$ _____

ROUTING OF TRIP REQUEST

Curricular: 1st: Principal; 2nd Curriculum Director; & 3rd: Finance Office

Extracurricular: 1st: Principal & 2nd: Finance Office

All field trip request must be submitted at least two weeks prior to the date of the trip

(The Finance Office will process all trip requests and send them to either the Superintendent or Board for approval)

PLEASE COMPLETE REQUEST IN ITS ENTIRETY IN ORDER TO EXPEDITE THE PROCESS
FIELD TRIP REQUEST FORM *cont'd*

PROPOSED METHOD OF FINANCING:

Board of Education	\$	O F F I C E U S E
* Parent/Teacher	\$	
* Booster Organization	\$	
* Other: _____	\$	
_____	\$	
Total Proposed Method of Financing: (Must Equal Total Anticipated Expense)	\$	

*BILLING INFORMATION:

NAME	ADDRESS	PHONE #	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

APPROVAL:

PRINCIPAL _____ DATE _____

CURRICULUM DIRECTOR _____ DATE _____

SUPERINTENDENT _____ DATE _____

APPROVAL STATUS:

CURRICULAR

- A - School Hours, Board Funds, full or partial
- B - After school hours, board funds - full or partial
- C - School hours, no board funds
- D - After school hours, no board funds
- Denied

EXTRACURRICULAR

- Approved
- Denied

DATE OF BOARD OF ACTION