Sugar-Salem Joint School District #322

Student Off Campus/Local Field Trip Request

**General:** (not overnight)

|  |  |
| --- | --- |
| Name of employee(s) requesting field trip: |  |
| School: | # of students involved in travel: |
| Date submitted: | Date of proposed travel: |
| Destination: | |
| Group(s) involved in travel: | |
| Time of departure from school: | Time of return to school: |

**Activity description and how it relates to curriculum standards:**

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**Transportation:**

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| \_\_\_\_walking about Sugar City limits; no vehicles needed  \_\_\_\_ District bus \_\_\_\_ Car \_\_\_\_\_Charter bus  Estimated number of miles from school to location and back to school: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Cost per mile (call transportation director to get this information): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Total mileage/bus costs (# of total miles x cost = total): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Food Services: *Notification is needed at least 14 days in advance***

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| --- | --- |
| Number of students needing school sack lunch provided: |  |
| Number of adults needing school sack lunch provided: |  |
| Number of students bringing a home packed lunch (helps us adjust our food preparation): |  |
| { } By marking this box, we will be back to eat at the school or will leave after lunch and no adjustments are needing to be made to our lunch counts. | |

**Funding Source(s):**

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| --- | --- | --- |
| Activity expense: | Cost: | Account/PO#: |
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**Approval Signatures:**

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| --- | --- |
| Building principal: |  |
| Transportation Secretary/Supervisor: --indicates bussing/staffing available | Bus\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Driver \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Food Services Kitchen manager—indicates notification |  |
| Funding Approval Signature –Federal Programs director, etc. If different from building principal |  |
| Superintendent’s signature: (last signature needed, for information purpose generally) |  |

We have special instructions or comments needed for building principal, bus driver, food services (i.e. allergies), etc. That information is on the back of this sheet. \_\_\_\_\_\_\_\_\_\_ yes \_\_\_\_\_\_\_\_ no \_\_\_\_\_\_\_\_\_\_ not applicable

\_\_\_\_\_\_\_ Attached is the flyer/notification for parents if applicable