



### Plymouth-Shiloh Local School District Student Field Trip Request

Teachers' Name \_\_\_\_\_ Date \_\_\_\_\_

Date of Field Trip \_\_\_\_\_ Destination \_\_\_\_\_

Estimated Mileage \_\_\_\_\_ Sponsoring Group \_\_\_\_\_

School Departure Time \_\_\_\_\_ A.M./P.M.

Destination Departure Time \_\_\_\_\_ A.M./P.M.

Arrival Time Back at School \_\_\_\_\_ A.M./P.M.

# of Students \_\_\_\_\_ # of Teachers \_\_\_\_\_ # of Other Supervisors \_\_\_\_\_ # of Busses \_\_\_\_\_ Suburban \_\_\_\_\_

Note: Obtain Approval in the following order:

	<u>Approved</u>	<u>Denied</u>	<u>Notified</u>
Building Principal	_____	_____	
Transportation Director	_____	_____	
Superintendent	_____	_____	
Building Secretary			_____
Food Service	Lunches _____	No Lunches _____	_____

Organization, class or grade level that will participate \_\_\_\_\_

What is the major place to be visited, or the event to be attended? (You may attach a travel brochure or itinerary)

How is the trip related to the educational program of the District and in what ways will the students and district benefit? \_\_\_\_\_

What staff member will be in charge? \_\_\_\_\_

What arrangements have been made for dealing with an emergency situation? \_\_\_\_\_

How will you communicate to parents prior to, during and after the trip? \_\_\_\_\_

Are all volunteers board approved and fingerprinted? Yes \_\_\_\_\_ No \_\_\_\_\_

What is the cost per student if any? \_\_\_\_\_

If fundraisers are planned to offset the cost, have you picked up your fundraiser packet from the Treasurers office? Yes \_\_\_\_\_ No \_\_\_\_\_

Teachers Signature \_\_\_\_\_

**Note: No school employee or chaperone may transport students in personal vehicles.**