Buckeye Elementary School District #33

Field Trip and/or School Vehicle for School Activity Request

NOTE: Field trips over 100 miles or overnight trips must have Governing Board approval

SCHOOL/SITE REQUESTING: ________________________________________________________

Printed Name of person making request: ____________________________________________

__________________________        ____________ _________________

Date      Phone/Ext. #

Grades and/or Teachers attending: ____________________________________________________

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TRANSPORTATION

Request use of:  # of Buses ________   Car ________   Van ________    Walking field trip ________

Date Needed: _________________  Total # of students: ____________  # of adults: ____________

Departing from Buckeye @ ____________  Leaving for Buckeye @ ______________

(Buses need to be back by 1:30 p.m. on M/T/Th/Fr, NO Wednesdays)

Destination: ________________________________________________________________

Address: __________________________________________________________________

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FOOD SERVICE

Will the grade level be eating lunch in the cafeteria?  Yes_____   No______

# of sack lunches needed: ____________  No sack lunches needed: ____________

Equipment needed (ice chest, etc.): ____________________________________________

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EDUCATIONAL SERVICES

(What standards does this trip align with?)

Purpose of Request: _____________________________________________________________

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THIS FORM NEEDS TO BE SUBMITTED AT LEAST 4 WEEKS PRIOR TO DATE NEEDED

Signatures of Approval (please use order as seen below)

_________________________________________   __________________________

Site Administrator              Date

_________________________________________   __________________________

Director of Transportation              Date

_________________________________________   __________________________

Assistant Superintendent, Educational Services            Date

_________________________________________   __________________________

Director of Food Services                             Date

If request is approved by administration, it is contingent on availability of buses and drivers

Updated 05/05/2010

Blackout Periods: Wednesdays, 1st two weeks of school, 4 weeks prior to AIMS