

PHILOMATH SCHOOL DISTRICT 17J

Field Trip Request

Teachers: Please complete proposal & return to the school office at least two weeks prior to the day of your trip. Attach a list of students to accompany.

Teacher: _____ Building: _____

Sub Needed? _____ Yes _____ No If so, For: _____ 1/2 Day (____ a.m. ____ p.m.) _____ Full Day

Department/Club _____

Date of Trip: _____ Time of Trip: _____ Number of Students: _____

Date of Return: _____ Time of Return: _____ Number of Adults: _____

Destination and City: _____

Rationale: _____

Mode of Transportation (bus, car, walk, etc.) _____

Round Trip Mileage: _____ Approximate Cost: _____

Account Number: _____

Other Information: _____

Notice Sent to Parents: _____ Yes _____ No

Complete schedule of activities (Travel Log) and hand in permission slips of those attending **At The Time You Leave For The Trip**

Total Funds Requested, if any: _____

Table with 4 columns: Approved, Not Approved, Approved, Not Approved. Bottom row contains Principal and Superintendent.