

Request form for Activity / Field Trip - Bus

Turn this form int Transportation Director 3 -5 days before activity, otherwise the trip request may be denied.

This Form Filled out by _____ Activity being sponsored by _____

Type of Activity _____ Purpose of Activity _____

Date _____ Day of the week _____ where will activity be held _____

Starting and closing times _____ to _____

Leaving and return times _____ to _____

Is a substitute needed : _____ Is transportation needed ? _____ If yes, what kind and size _____

Doors opening tme _____ Who will open ? _____

Cash box needed ? _____ Who will get box? _____

How many people will be involved in this activity ? _____

How many chaperones will be there ? _____

Have all chaperones sign the back of this sheet which will acknowledge their willingness to accept.

SPONSORS. If you have a student officer fill out this sheet, please sign below indicating the information about is correct and meets with your approval.

Sponsor

Sponsor

Principals Signature

REMINDERS

1. For most events of any size there should be a minimum of 2 teachers.
2. there should be one chaperone for every 20 – 25 people. Thank You's should be sent to chaperones.
3. A teacher should be near cash box if one is used to watch money and also check eligibility of those attending
4. Wherever the activity is being held, it will need to be restored (cleaned and items back in place.)
5. Students and officer should always work through their sponsors to get their approval and keep them informed. If the activity needs publicity then get an article in the newspaper.
6. Attach a list of emergency telephone numbers for the students, list of participants and sponsors.
REMEMBER: only sponsors and participants may ride the bus. NO others

TO BE SUBMITTED TO BUILDING PRINCIPAL