

Almont Community School  
Field Trip Request Form  
**REQUEST FOR BUS TRANSPORTATION**

Please fill out a copy **WELL IN ADVANCE** of the time you wish to use the bus and return to your Principal who will have the Superintendent approve as well. The form will then be sent to the Transportation office.

Teacher Name \_\_\_\_\_ School/Grade \_\_\_\_\_ Volunteer List attached: Y or N

(all volunteers must fill out a Volunteer Consent form for trips. These forms need to be sent to Central Office at least one week before the trip.)

Request Date \_\_\_\_\_ Trip Date \_\_\_\_\_ Name of Destination \_\_\_\_\_

Destination address and Phone \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_ #of Students/Teachers on bus \_\_\_\_\_

#of Buses Requested \_\_\_\_\_ Special Needs are (i.e.- Harness, Car seat etc.): \_\_\_\_\_

Where will bus leave from (i.e.: front of building, side, etc.) \_\_\_\_\_

Purpose of Trip \_\_\_\_\_ Course Study \_\_\_\_\_

Specific learning Objectives to be accomplished:

Course Objective Related to the Learning Objective:

Lessons/Activities to be done in Classroom:

I have utilized the guidelines in 2340A to plan, conduct, and evaluate the trip and, upon approval of the trip, I will obtain parental permission (2340 f2 or F2A) and use the Checklist of Trips (2340 F3).

Teacher Signature: \_\_\_\_\_

Trip Originator to fill out billing Info BEFORE getting Principal and Superintendent Approval

Grant \_\_\_\_\_ Regular Billing \_\_\_\_\_ Do Not Bill (Explain) \_\_\_\_\_

Bill To: \_\_\_\_\_

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**FIELD TRIP APPROVAL**

Trip Approved: \_\_\_\_\_ YES \_\_\_\_\_ NO      Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Trip Approved: \_\_\_\_\_ YES \_\_\_\_\_ NO      Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Date to Transportation: \_\_\_\_\_