

## **STUDENT FIELD TRIP CHECK LIST**

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- Field Trip Request
- Agenda with dates and cost of registration
- Activity Trip (for Bus Transportation) consult Boone Transportation for quote
  - Vehicle Request
- Internal Purchase Requisition for:
  - Registration
  - Membership Fee
  - Meals & Hotel
- Flights (copy of attendees State or Passport Identification)

*Please submit complete paper work to expedite your request with appropriate signatures*

FIELD TRIP REQUEST  
(A8/16/86; R7/16/87)

PROCEDURES FOR COMPLETION:

1. Principal is responsible for completing the entire form and forwarding to the director of instruction (bus transportation information is to be obtained through Boone Transportation.)
2. The director of instruction, upon approval, will forward the form to the business office.
3. The business office, upon approval, will forward a copy to the principal.
4. The principal will give the completed form, or a copy, to Boone Transportation when the trip is taken.
5. Disapproval by any individual will be noted by copies to all parties.

School \_\_\_\_\_ Date \_\_\_\_\_ BR# \_\_\_\_\_

Person Requesting Field Trip: \_\_\_\_\_

Activity Planned: \_\_\_\_\_

Destination: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

No. of Participants: Students \_\_\_\_\_ Staff \_\_\_\_\_ Parents \_\_\_\_\_

Grade Level (s) of Participants: \_\_\_\_\_

INSTRUCTIONAL JUSTIFICATION:

1. **Class study that will be supported by this field trip:**  
*BPA is a co-curricular organization that supports business and information technology students to succeed in real world business skills and problem solving skills.*
2. **Learning objectives to be achieved by this field trip:**  
*Students will be able to demonstrate their business skills and problem solving abilities in IT and Computer Applications.*
3. **Follow-up activities planned for the classroom:**  
*Graphic Design and Video Produced in Creative Media using Adobe CS5 Software*

**TRANSPORATION MODE:** No. Private Vehicles \_\_\_\_\_ (permission slips required)  
 No. School Vehicles \_\_\_\_\_ (attach vehicle request form)  
 No. School Buses \_\_\_\_\_ (attach activity request form)

Total Cost: \$ \_\_\_\_\_

Funding Source: Budget Line Item \_\_\_\_\_  
Other (specify) \_\_\_\_\_

<b>Building Approval</b>	<b>Director's Approval</b>	<b>Business Office Approval</b>
Date	Date	Date

## ACTIVITY TRIP REQUEST FORM BUS TRANSPORTATION

SCHOOL:		GROUP:	
LINE ITEM #:			
DATE OF TRIP: TIME:		DATE OF RETURN: TIME:	
DESTINATION:			
SPONSOR:			
# OF STUDENTS:	# OF STAFF	# OF BUSES	TOTAL ESTIMATED COST:
APPROVED BY:			
<b>CONFIRMATION</b> (TO BE FILLED BY THE TRANSPORTATION DEPARTMENT)			
Purchase Order #: _____		Purchase Order Date: _____	
Confirmation #: _____			

NOTE: If this trip is to be paid through Title I, please submit the completed form along with the Field Trip Request Form to Federal Programs for approval.

GADSDEN INDEPENDENT SCHOOL DISTRICT NO. 19  
 REQUEST FOR USE OF DISTRICT OWNED ACTIVITY VEHICLES  
**\*\*PLEASE SEND ALL REQUESTS TO THE SUPPORT SERVICE OFFICE\*\***

**DISTRICT OWNED ACTIVITY VEHICLES TRIP TICKET**

Line Item: \_\_\_\_\_ School Site: \_\_\_\_\_  
 Supervisor's Approval: \_\_\_\_\_ Purpose: \_\_\_\_\_

Destination: (City & State)	No. of people making The trip (including driver (9 total occupants only)
<b>Departure</b> Date: Time from: Route Desc:	<b>Return</b> Date: Time from : Route Desc:
Name of Certified Driver:	Estimated Mileage (Total)
Date Requested (5 class day required): Requested By:	Date Approved: Approved By:

I acknowledge receipt of the described vehicle, credit cards and keys.

Departure Odometer Reading:	Returning Odometer Reading:	Miles Driven:
Gas Purchased:	Vehicle Number Assigned: (for official use only)	
Credit Cards: Chevron <input type="checkbox"/> Texaco <input type="checkbox"/>	Key Identification: (for official use only)	

NOTE: IF VEHICLES ARE NOT PICKED UP AN HOUR BEFORE SCHEDULED TIME,  
 VEHICLE REQUEST WILL BE CANCELED.

**Key Agreement:**

1. I will personally be responsible for keys issued to me and will not lend them to anyone for any purpose whatsoever.
2. I will make sure that all doors opened by me are securely locked upon leaving the premises.
3. In the event I lose a key(s), I will immediately notify my immediate supervisor. Furthermore, I understand that I may be required to pay for the expense incurred per key for similar keys which have been issued to other people.
4. I am aware that a maximum of eight students may be transported in a 9-passenger district activity vehicle; the number of students allowable shall decrease as the size of the vehicle decreases.

**I fully understand and accept the foregoing agreement.**

\_\_\_\_\_  
 Signature Home Phone Number Date

Applicant Copy       Finance Department       Transportation Department

