

# FIELD TRIP REQUEST

Program Area \_\_\_\_\_ Date of trip \_\_\_\_\_

Destination \_\_\_\_\_ Number of Students \_\_\_\_\_

Departure Location \_\_\_\_\_

Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_

Method of Transportation \_\_\_\_\_

Source of Transportation \_\_\_\_\_

Costs Paid by \_\_\_\_\_

Cost to each student: Yes \_\_\_\_\_ None \_\_\_\_\_ Amount \_\_\_\_\_

Objective/goal of field trip \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chaperones \_\_\_\_\_

\_\_\_\_\_  
Teacher

\_\_\_\_\_  
Date of Request

This form is to be submitted at least two (2) weeks prior to trip to the Twin Rivers office. If the trip is out of state, the approval of Twin Rivers Career & Technical Education Board and the Boards of the sending schools is required.

It is the instructor's responsibility to secure transportation and secure required permission forms and send notification forms to the sending schools.

_____ Approved	_____ Not Approved
Funding Source _____	
_____, Director	
_____ Date	