

**MADISON CITY SCHOOLS**  
**FIELD TRIP ACTIVITY FORM**

MUST BE SUBMITTED TWO WEEKS IN ADVANCE

School \_\_\_\_\_ Group (class, club, org., etc.) \_\_\_\_\_

Number of Student Riders \_\_\_\_\_ Number of Faculty/Chaperones \_\_\_\_\_

Number of Buses Needed: Regular \_\_\_\_\_ Mini-Bus \_\_\_\_\_

Person in Charge of Trip \_\_\_\_\_ Cell Phone# \_\_\_\_\_

Destination of Trip \_\_\_\_\_

Event Address \_\_\_\_\_

Date Needed \_\_\_\_\_ Time Needed \_\_\_\_\_ Arrive Back at School \_\_\_\_\_

**Fund to Be Charged:** \_\_\_\_\_

Note: Trip request will not be processed without an assigned fund.

\_\_\_\_\_ or \_\_\_\_\_

Principal's Signature

Department Head's Signature

**CENTRAL OFFICE APPROVAL:** \_\_\_\_\_ **DATE** \_\_\_\_\_