

# Southern Local School District Field Trip Request Form

Person Making Request: \_\_\_\_\_

Class/Group Involved in Field Trip: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

Destination:

Place: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Number of miles from Southern Local: \_\_\_\_\_

Number of students: \_\_\_\_\_ Number of busses: \_\_\_\_\_

(Bus capacity=65 short trip, 43 long trip)

Number of Chaperones: \_\_\_\_\_

Time of departure: \_\_\_\_\_ Time of return: \_\_\_\_\_

Request stop to eat: \_\_\_\_\_ yes \_\_\_\_\_ no Location: \_\_\_\_\_

What is the purpose for the field trip?

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How is the trip to be funded? \_\_\_\_\_ Activity/Club Name: \_\_\_\_\_

\_\_\_\_\_ Athletics \_\_\_\_\_ General \_\_\_\_\_ Other

Signature of Person Making Request: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Not Approved \_\_\_\_ Approved by Principal: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Not Approved \_\_\_\_ Approved by Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only:

Confirmed by Bus Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

A Map Quest printout with mileage and directions from Southern Local is required prior to approval.