



# Field Trip Request Form

Revised 10/08/12

Caswell County Schools

P.O. Box 160, Yanceyville, North Carolina / Ph: 336-694-4116 / Fax: 336-694-5154

Date Received in Superintendent's Office: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Out of State <input type="checkbox"/>		Overnight <input type="checkbox"/>	
School:		Trip Date:	
Grade(s)/Group/Organization Involved:			
Number of Students: <i>(list participants on back of form)</i>		Number of Adults: <i>(list participants on back of form)</i>	
Destination:			
Transportation By:		Cost:	
Total Cost of Trip:		Cost Per Student:	Cost Per Adult:
Source of Funds:			
Sponsor Contact:		Phone #:	
Departure Date:		Departure Time: A.M. / P.M.	
Return Date:		Return Time: A.M. / P.M.	
Description of trip/educational value: <i>(Itinerary MUST be attached when submitting this form)</i>			
Signature for Teacher/Supervisor: _____		<p>Requests must have the approval of the Superintendent at least <b>ten (10) calendar days prior to the proposed date of departure</b>. Exceptions to these date requirements will be considered in situations where the scheduling of activities is beyond the control of Caswell County Schools. (Board Policy 635)</p>	
Date _____			
Signature for Principal: _____			
Date _____			
Signature for Superintendent/Designee: _____		Date _____	

