

Regional School District #16
FIELD TRIP REQUISITION

School: _____ Date Submitted: _____

Teacher: _____ Date of Field Trip: _____

Class/Grade: _____ Number of Students Participating: _____*

Field Trip Destination (Address): _____

Time Leaving: _____ Approx. Time of Return: _____ No. of Chaperones: _____**

Cost of Bus: _____ Cost of Entrance: _____ Cost per Child: _____

Is all/portion of trip being paid for by PTO/Other? Y N If so, how much? _____

Objective of the trip/activity: _____

Planned student activity: _____

Follow-up activity: _____

Means of Transportation: _____

Names of persons providing transportation (if applicable): _____

PLEASE NOTE: Application must be submitted 3 weeks in advance of the scheduled trip. Number of students is required so Food Services can arrange for school lunches accordingly.

Principal: _____ Date: _____

Superintendent: _____ Date: _____

*Please attach list of students participating

**Please attach list of chaperones attending

Revised 11/17