

## OMAK SCHOOL DISTRICT #19 HIGH SCHOOL FIELD TRIP REQUISITION FORM

Today's Date \_\_\_\_\_

Teacher/Requested by \_\_\_\_\_

Class/Subject/Club \_\_\_\_\_

Number of Students Involved \_\_\_\_\_

Substitute Required **YES**  **NO**

Field Trip Date(s) \_\_\_\_\_ Destination \_\_\_\_\_

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

School Transportation Needed **YES**  **NO**  If Yes, reserved by: \_\_\_\_\_

Bus  How Many? \_\_\_\_\_ School Van  School Car  Own Vehicle

Additional Adult Volunteer/ Chaperone (\*\*Please Print Name)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\*\*\*Reminder – We welcome all Volunteers to help at our schools, however School Board Policy requires them to be a registered on the volunteer list at the District Office. Thank You ☺

Parental Permission Slips in Process **YES**

Field Trip Supervisor's Process:

- Hand out & collect prior to the trip
- Provide a list of names and turn in a copy of each signed permission form to the office Secretary in advance (Note: This list is also used when we hand out pre-arranged homework sheets to students who come in and ask for them)

**Please submit a brief description here of the educational benefit from the field trip: (use the backside for additional info)**

\*\*\*If the field trip involves over-night accommodations, please explain lodging & any other necessary arrangements made on the back of this form.

For Administrative Purposes: (do not complete)

Cost analysis	Evaluation	*Have all the bases been touched to ensure a successful experience.  Sub. _____ Bus _____ Supervision _____
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Administrative Approval \_\_\_\_\_

**Board Policy 2320 – Field trips which take students out of the state or are planned to keep students out of the district overnight must be approved by the School Board in advance.**