

# MARYSVILLE PUBLIC SCHOOLS OVERNIGHT FIELD TRIP REQUEST FORM

Please complete the following form any time you are planning an overnight field trip or special activity involving students leaving school grounds. This form must be turned into the office as soon as possible. This form must also be on file in the office prior to leaving the building.

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School: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Destination: \_\_\_\_\_

(\*Over Night Field Trips must have Board approval – Please Attach Detailed Information)

# of Students: \_\_\_\_\_ # of Staff: \_\_\_\_\_ # of Chaperones: \_\_\_\_\_

How will this trip be funded? \_\_\_\_\_

Purpose of Trip: i.e. Subject Area Covered/Course of Study (include attachments/itinerary):  
\_\_\_\_\_  
\_\_\_\_\_

(Please be sure to turn all money in to the office)

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**TRANSPORTATION: (Contacts to Bus Garage should be made by Bldg. Secretary Only)**

Type of Transportation: \_\_\_\_\_ Bus (School or Charter – circle one)  
\_\_\_\_\_ School Van  
\_\_\_\_\_ Other \_\_\_\_\_

Time/Date Leaving (from school): \_\_\_\_\_ Time/Date Returning (to school): \_\_\_\_\_

**COST:**

Total Cost: \$ \_\_\_\_\_ Total # of Students: \_\_\_\_\_ Total Student Cost: \$ \_\_\_\_\_

ADDITIONAL INFORMATION: (Special Instructions – dress code, lunch instructions, spending money, etc):  
\_\_\_\_\_  
\_\_\_\_\_

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## OVERNIGHT FIELD TRIP APPROVAL

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board of Education President

\_\_\_\_\_  
Date