

Extended Field Trip Request Form

Request should be submitted to principal thirty days (30) in advance of trip. Extended field trips require Superintendent's and/or Board of Education approval if trip is over 100 miles or overnight.

Teacher's Name Kerry Motell Date of Request 3/28/22

I am requesting permission to take the 8th Grade Class

# of students, grade level, department

on a field trip to Dorney Park, Allentown, PA

destination and location

Class trip on June 21, 2022

event

day/date

day/date

day/date

Departure from/Time/Date VMS 7:00 AM 6/21/22 Return Location/Time/Date VMS 7:00 PM 6/21/22

Transportation Requested: School Bus(es) needed Charter Bus(es) needed 5 Cost: \$ 7,625.00

Funding Source for charter bus Students/Parents

Admission Charge per Student \$ 05.00 Total Funding Source Student/Parent

Additional Costs \$ (Please explain)

Total District Costs of Entire Trip \$ 0

Advance check needed [X] yes (Attach written request) [ ] no

Instructional Objectives of Trip/Curriculum Connections:

Required Attachments:

- Transportation Request Form
Itinerary/Supervision Form to follow
Manifest/Roster Form to follow

If applicable:

- Advance check request with amount, full vendor name and address, purpose of check, and copy of admission, reservation or other cost documentation.

Principal Sarah R. Wiegman Date 3/28/22

Table with 2 columns: Approved, Disapproved. Approved cell contains an 'X'.

Director of P.E. & Athletics (as applicable) Date

Table with 2 columns: Approved, Disapproved.

Assistant Superintendent Date

Table with 2 columns: Approved, Disapproved.

Superintendent Date

Table with 2 columns: Approved, Disapproved.

Board of Education

Table with 2 columns: Approved, Disapproved.

Comments: