

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 Erin Schultz Date of Request 6/16/22

I am requesting permission to take 38 students 7-12, Athletics
of students, grade level, department

on a field trip to At Trails End Cheer Camp 230 Trails End Road Beach Lake PA 18
destination and location
cheer camp on Aug 29th through Sept 1
event day/date day/date

Departure from/Time/Date 8am From VHS Return Location/Time/Date 4pm VHS
day/date day/date

Transportation Requested: School Bus(es) needed 2 Charter Bus(es) needed _____ Cost: \$ _____

Funding Source for charter bus _____

Admission Charge per Student \$ _____ Total _____ Funding Source _____

Additional Costs \$ _____ (Please explain) _____

Total District Costs of Entire Trip \$ _____

Advance check needed yes (Attach written request) no

Instructional Objectives of Trip/Curriculum Connections: Teach safety, new skills, team bonding, and leadership skills.

Required Attachments:

If applicable:

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

- Advance check request with amount, full vendor name and address and purpose of check.

Principal [Signature]
 Date 7/5/22

Approved	Disapproved
✓	

Director of P.E. & Athletics (as applicable) [Signature]
 Date 6/27/22

Approved	Disapproved
✓	

Assistant Superintendent [Signature]
 Date 7/8/2022

Approved	Disapproved
✓	

Superintendent [Signature]
 Date 7/12/22

Approved	Disapproved
✓	

Board of Education _____

Approved	Disapproved

Comments: _____

* 2 Buses needed *

Bus Request

Date 8/29/22

Day of Week Monday

Sport & Level JV & Varsity Cheerleading

* 2 Buses needed *

Line Up Location High School Main Bus Loop
(High School Stadium Loop, Middle School Gym, etc.)

Line UP time 8 am t. am or pm

Departure time 8:30 am am or pm

Destination 230 Trails end Road, Beach Lake, PA 18430 * do NOT *
Put address in GPS use written instructions, GPS WILL
Departure from Destination time 8:12 t. am or pm Get us Lost

Bus driver is dropping teams off

Number of Adults 4

Number of students 38

Supervisor/Coach name Erin Schultz & Kim Morris

Cell Phone Number

(Erin)

(Kim)

Return this form to the athletic office at least 10 days before trip.

Thank you

* 2 Buses Needed *

Bus Request

Date 9/1/22

Day of Week Thursday

Sport & Level | JV & Varsity Cheerleading

Line Up Location Bus Garage - Picking cheerleaders
(High School Stadium Loop, Middle School Gym, etc.)

up from Pine Forest

Line UP time 8am

Departure time 8am

* 2 Buses *

Destination 230 Trails End Road,
Beach Lake, PA 18430

Departure from Destination time 12:30pm

drop us off back to VHS Bus Loop (main
Entrance)

Number of Adults 4

Number of students 38

Supervisor/Coach name Erin Schultz & Kim Morris

Cell Phone Number

Return this form to the athletic office at least 10 days before trip.

Thank you