

Garner Independent School District Trip Request Form

Type of Trip:

1. *Educational
Extracurricular
Recreational/Fun

2. In-County Trip
 Out-of-County Trip

3. Day Trip (8:30am-2:30pm)
Extended Trip
Overnight Trip
Out of State/Country

*Required Lesson Plan Form Attached

Sponsor/Group Information:

4. Purpose for Trip: _____
 5. Date(s) of Trip: _____
 6. School: _____ Group: _____
 7. Group Leader (Contact): _____
 8. Contact Phone: _____ Contact Cell Phone: _____
 9. Estimated number of students: _____ Number of Chaperones: _____
 10. Cost per student: _____
 11. School lunches required? Yes No How many? _____

Food Service Director Date

Itinerary:

12. School Bus Transportation required? Yes No
 13. Departure location: _____ Date/Time: _____
 14. Trip Destination: _____
 15. Destination Phone Number and Contact Name: _____
 16. Return/Arrive at School Date/Time: _____
 17. Additional Comments: _____

Transportation Director Date

Signatures:

18. Required for ALL Trips.

Principal Date

Superintendent Date

19. Required for Out-of-State & Overnight Trips

20. I have read the School Board Policy regarding field trips.
This trip has been scheduled in accordance with those policies.

President, School Board Date

Teacher/Sponsor Date

21. Funding Source
Prebudgeted School District Funds
District Activity Account Funds (fundraising)
Monies collected from parents

21. Business Office Approval of Funding Source & Accounting of Funds Plan

Business Office Staff Date

Trip Request Form

Instructions

The instructions for each line are detailed below.

Type of Trip

1. Select the type of trip you are scheduling; Educational (requires lesson plan), Extracurricular or Recreational/Fun.
2. Identify if this is an In-County or Out-of-County trip.
3. Select if this is a day trip (leaves after 8:30 AM and is back at the school before 2:30 PM), an extended trip (leaves before 8:30AM and/or returns to the school after 2:30 PM), an overnight trip, or an Out-of-State/Country tip.

Sponsor/Group Information

4. Explain why you have scheduled this trip.
5. Date of trip – What date(s) are you scheduling this trip for?
6. Identify your school and the group participating. (Grade Group, club, class, etc.)
7. Group Leader – This is the ONE contact for this trip. Put his or her name here.
8. How can we contact you? Provide phone numbers as listed. If you will have a cell phone on the trip, list that as well.
9. This is needed to determine the number of busses for transportation.
10. Cost per student- How much are you charging the students to take this trip. Do not count other funding sources in this calculation.
11. Food service will need to know how many students need lunches or how many students will not be having lunch at school that day.

Itinerary

12. If you will be needing school bus transportation, mark Yes and get signature of Transportation Director
13. Identify where the bus will pick you up. Also the time/date of pick-up.
14. Where will your group be going? If you have directions, attach a copy to the form.
15. If there is an office phone number and/or contact at the destination, provide that information.
16. List the time you have planned to return to the school. Allow sufficient driving time from your destination. Remember to plan for possible problems.
17. Any other necessary information goes here.

Signatures

18. Required for all trips
19. Only required for out-of-state or overnight trips
20. Please read school board field trip policy online. FMG (LOCAL)
21. Funding plans and details have been approved through Garner ISD Business Office