

SCHOOL FIELD TRIP FORM

DALLAS SCHOOL DISTRICT #2
Dallas, Oregon 97338

INSTRUCTIONS: **Teachers:** complete information below and submit to the school principal **three weeks** prior to trip.

School: _____
 Activity: _____
 Person in Charge: _____

	Date	Time
Departure	_____	_____
Return	_____	_____

Class or Grade: _____
 # Students Participating: _____
 # Adults Participating: _____

Transportation to Destination:

Bus Mini-bus
 Walk
 Train Automobile

(1) Destination Information (*Where are you going?*)

(2) Related Information (*Why are you going? What will the students do/learn? Be specific.*)

(3) Overnight or Out of State Only (Information must be presented to the Board **prior** to taking the trip.)
Who will present this information at a Board meeting and **when**?

Respectfully Submitted by _____
(Name of Teacher) (Today's Date)

Principal: Fill out "bill to" information below, sign, send entire form to transportation director **at least two weeks prior to the date indicated in #3 above.** **Transportation Director:** Confirm billing information, sign form and forward completed form to the Superintendent's office.

Trip Approved - Bill to (fund #): _____

Principal Signature _____ Date _____

Director of Transportation Signature _____ Date _____

