

SCHOOL DISTRICT OF CLATSOP
FIELD TRIP REQUEST

APPROVED: [Signature]
ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
May 16, 2013

CH

1. School Requesting: _____

2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) Commercial Carrier _____ Other _____
If Commercial Carrier or Other, please state type: _____

3. Trip(s) overnight: Yes No _____ Trip(s) out-of-state: Yes _____ No

4. Dates of Field Trip*: 5/17-19 Destination*: Orlando
* For School Buses...if more than one bus is requested, reference bus request form.

5. Group Taking Trip: Shaw Choir

6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board form. Robin Brazetta Ange Jacobson Mam Ann Cox

7. Educational Value of Field Trip: Perform at Downtown Disney

8. Supporting SSS Benchmark(s) with Narrative(s): MUA 1.1
MUA 1.2 MUA 1.3

9. Number of Students*: 27 Number of Chaperones*: 5

10. Cost Per Student: \$88 Budget Code or Source to be charged: Shaw Choir
(example: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time*: 11:00 AM 5/17 Returning Time*: 8:30 pm 5/19

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division Director or Supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be listed below.

Bus Requisition Number(s):

[Signature]
Teacher, Team Leader, Department Head, Etc.

[Signature]
Principal

District Office Approval [Signature]

