

WARREN COUNTY TECHNICAL SCHOOL

TEACHER Application For Field Trip

Application Date: \_\_\_\_\_

Teachers: please complete the following form in *DUPLICATE*. One copy is to be held in the main office and the other will be returned for your files.

Requested by \_\_\_\_\_ Date of trip \_\_\_\_\_

Destination \_\_\_\_\_ Distance one way \_\_\_\_\_

Time leaving school \_\_\_\_\_ Time returning to school \_\_\_\_\_

Substitute needed \_\_\_ Yes \_\_\_ No

Means of transportation \_\_\_\_\_ Seating Cap. \_\_\_\_\_ No. of Buses \_\_\_\_\_

Total cost \_\_\_\_\_ Cost per pupil \_\_\_\_\_ Other expenses \_\_\_\_\_

If no cost, or partial cost, name sponsor \_\_\_\_\_

No. of pupils going \_\_\_\_\_ What provisions are made? \_\_\_\_\_

Names of chaperons (one for every 20 students)

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

Educational purpose of trip \_\_\_\_\_

Attach a copy of itinerary with times and places.

Attach complete list of students going on trip.

Course \_\_\_\_\_ Teacher \_\_\_\_\_

Approval:

Principal \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

