

This form is to be used by the staff when requesting permission to take a field trip. The completed form is to be submitted to the Superintendent one (1) week in advance of the next scheduled meeting of the Board. Complete pertinent information on next page.

Destination Gettysburg PA, Philadelphia, PA

Date(s) of Trip March 26-28, 2020 Time of Departure midnight *Time of Return 12:00 pm on 28th

Approximate Mileage (one way) 12 hours

Approximate Number of Students 50 Approximate Number of Adults 5

Number of Buses Required _____ Method of Transportation (if not school bus) charter bus

Will you stop for lunch? YES NO If "YES", where? _____

TEACHER IS RESPONSIBLE FOR NOTIFYING CAFETERIA OF DETAILED LUNCH PLAN

Number of Instructional Days lost _____ Justification: What is to be learned Gettysburg, Independence Hall, Historical sites and events

How will the experience be used and evaluated? Students are required to document trip and scrapbook/journal

Names of chaperones (if applicable) EIS EMPLOYEES (TBD)

Have all chaperones undergone the required records check and been designated by the principal/designee to s
YES NO

TRIP INFORMATION

Financial Costs

Mileage (estimate) \$ _____

Driver (estimate) \$ _____

Hotel \$ _____

Meals \$ _____

Admission \$ _____

TOTAL \$ _____

Method of Payment

Student Payment 665

School Activity Acct \$ _____

Athletic Boosters \$ _____

Band Boosters \$ _____

Requested by Toni Perry Date 4/22/19

Approved/Disapproved Dawne Swank, Principal Date 4/23/19

Approved/Disapproved _____, Superintendent Date _____

Principal approval for all field trips.

Superintendent approval is required for all field trips over 65 miles one (1) way.

Superintendent approval is required for all overnight field trips.

*On school days, the return time should not exceed 2:00 p.m.