

STUDENTS BEECHWOOD INDEPENDENT SCHOOLS 09.36 AP.21 **TRANSPORT/FIELD TRIP REQUEST FORM**TODAY'S DATE 5-6-25 ☐ Elementary ☐ High School ☐ Guardian AngelFaculty/Staff/Coach/Sponsor(s) Rachael Fait & Stephanie WesselDate(s) of Trip 5/21/25 - 5/25/25 Departure Time 7:00 AM Return Time 5 PM

*If Peanut/Tree Nut Allergy Safety Alert is checked on the School-Related Trip Permission Slip and Medical Release Form (09.36 AP.211) then faculty/staff member(s) sponsoring this trip are responsible to ensure buses/mode of transportation comply with procedure related to foods on trip. **Also, staff are required to know where AED's are located if applicable. SEE BELOW.**

TYPE OF TRIP (CHECK ONE):

☐ Classroom Field Trip, Specify Class _____ ☐ Class Trip (i.e. Junior, Senior), Specify _____
☒ Organization/Club Trip, Specify OM ☐ Other (athletic, band), Specify _____

****DESTINATION** Michigan St Miles (one way) to destination: 254 City/State E. Lansing, MI☒ Overnight: Give name of lodging and address West Circle Drive, East Lansing, MI**TRANSPORTATION (to be completed by Requestor)**☒ **FORM** has been completed and approved by Brian Wever and is on the Transportation Spreadsheet.****Does the trip exceed 100 miles?** ☒ Yes ☐ No **If Yes, trip requires Board of Ed approval. See Below.**☐ Use of Common Carrier in Lieu of School Bus Procedure 09.36☐ Private Vehicle, if allowed by policy. Specify Driver(s) _____Purpose/Educational Value World Finals Number of days absent from school 3Number of: Students Going on Trip 11 Faculty/Staff 1 Other Chaperones 7**ARE ALL CHAPERONES ON THE VOLUNTEER LIST?** ☒ **YES** ☐ **NO** IF NO, THEY WILL NEED TO COMPLETE THE YOUTH LEADER FORM AND BE APPROVED PRIOR TO CHAPERONING.**SUPERVISION** – Attach a list of names of adults accompanying students on trip.**Trip Approved**☒ Yes ☐ No Principal [Signature] Signature Date 5/6/25**Trip Approved**☐ Yes ☐ No Superintendent/Designee _____ Signature Date _____☐ Yes ☐ No Board of Education if applicable _____ Signature Date _____

Related Procedures: 09.36 AP.211, 09.36 AP.212, 09.36 AP.23 Review/Revised: November 2018 Page 1 of 1

MUST COMPLETE PAGE 2 AS WELL and turn in with request form.