

STUDENTS BEECHWOOD INDEPENDENT SCHOOLS 09.36 AP.21 **TRANSPORT/FIELD TRIP REQUEST FORM**

TODAY'S DATE 4/19/26     Elementary  High School  Guardian Angel

Faculty/Staff/Coach/Sponsor(s) Odyssey of the Mind

Date(s) of Trip May 27-30, 2026 Departure Time 7 am Return Time 6pm

\*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** 609 Miles (one way) to destination: Iowa State University City/State Ames, IA

Overnight: Give name of lodging and address Iowa State University, Ames, IA 50011

**TRANSPORTATION (to be completed by Requestor)** Brian Weaver  
\_\_\_\_\_FORM has been completed and approved by Jim Swift 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) \*Students will be with their own parents in vehicles.** Purpose/Educational Value OM World Finals

Number of days absent from school 0 Number of: Students Going on Trip 7

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.

<b>Trip Approved</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Principal <u>[Signature]</u> <u>4/30/2026</u> Signature Date
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