

_____ NOT during the school day

_____ NOT the last week of marking period

**ORCHARD PARK CENTRAL SCHOOL DISTRICT
FIELD TRIP REQUEST/INSTRUCTIONAL PLAN APPROVAL FORM**

8460 F

1 of 2

NOTE: PLEASE SUBMIT IN ADVANCE (PER FIELD TRIP PROCEDURES) TO THE PROPER ADMINSTRATOR, AS THE TRANSPORTATION DEPARTMENT MUST RECEIVE THE FIELD TRIP FORM **3 WEEKS** BEFORE THE TRIP. THE NUMBER OF STUDENTS ATTENDING MUST BE COMPLETED ON THIS FORM.

Date of Submission _____ Date of Trip _____ Departure Building _____

Destination with exact address _____

Contact Phone Number _____

Point of Departure: _____ Time of Departure _____

Pick-Up Time at Event _____ Arrival back at school building _____

Number of Students _____ Number of Teachers & Parents _____

Are Substitutes required? YES NO If so, how many? _____
(CIRCLE ONE)

Student(s) with medical/special alert: _____

Name of Organization _____

List Teachers: _____ List Aides: _____

Signature of Teacher(s) in charge (Sponsor) _____

Rationale for this trip if during school hours: _____

The curricular justification for this trip is: _____

WILL THE TRIP USE DISTRICT OR OTHER TRANSPORTATION SERVICES? _____ NOTE – any form of transportation will need to be inspected by the ORCHARD PARK TRANSPORATION DEPARTMENT

Cost of Trip to District? \$ _____ Cost of trip to Students? \$ _____

Will there be fundraising? _____ If yes, please attached request for Fund Raising Activity (#7450F)

Will consent forms be secured from all parents/guardians? _____

APPROVAL/DENIAL:

- | | | | |
|--|------------|---|------------|
| 1. _____
Principal | _____ Date | 2. _____
Instructional Leader | _____ Date |
| 3. _____
Superintendent (required if overnight) | _____ Date | 4. _____
Board Approval Date (If out of Continental USA) | |

If other than school, to be paid by: _____

REASON FOR DENIAL: _____ Initialed by: _____

THE TRANSPORTATION OFFICE WILL COMPLETE THE FOLLOWING:

TRANSPORTATION DEPT. APPROVED _____ DISAPPROVED _____ TRIP #: _____

Reason for disapproval _____

COST: Drivers Hours	_____	x	_____	=	_____
Mileage	_____	x	_____	=	_____
					TOTAL TRIP COST = _____