

COTTAGE GROVE HIGH SCHOOL
REQUEST FOR FIELD TRIP

Staff member requesting field trip: _____ Date of request: _____

Staff member's email address: _____

Staff member's phone number (*phone number listed on form will be provided to transportation*): _____

Date(s) of field trip: _____

Method of transportation:

- Bus – *Will all field trip attendees be riding the bus? If not, please indicate how many will be riding the bus here:* _____
- Other - *Please describe method of transportation and list depart and return times.*

Purpose/Description of the field trip: _____

Number of students attending the field trip: _____ Number of staff attending the field trip: _____

Name(s) of staff members who will supervise the field trip:

Number of adult chaperones not employed by District attending the field trip: _____

Name(s) of non-staff adults who will be going on the field trip:

****All chaperones must have a current SLSD background history check on file**

Pick up location: _____

Name of destination: _____

Address of destination: _____

Note: If your trip is out of state then you must have school board approval 3 months prior to the departure date.

Depart pickup time: _____ (AM/PM)

Return pickup time: _____ (AM/PM)

Is the return pick up location the same as the drop off location on the field trip?

- Yes
- No *If no, where will you and your group be picked up to return from the field trip?*

4) Desired drop off time at return location: _____ (AM/PM)

5) Will there be a meal during the field trip? If yes, please list location below.

6) Special parking or other considerations required such as storage needs or multiple stops/pick up/drop off locations and times not listed above:

INSTRUCTIONS TO EMPLOYEE SUBSEQUENT TO APPROVAL:

1. Schedule absence in Frontline for anytime you will be out of the building during your regular scheduled work day regardless if you need a sub or not.
2. If you need a sub while on the field trip please schedule a sub through Frontline.
3. Make sure student(s) have permission to go on the field trip.
4. Any additional information has been gathered and dispersed (emergency contacts, itineraries, etc.)
5. Send the attendance desk a list of students who are going on the field trip, update attendance with any changes.
6. Turn in completed request forms to Casey Horn in the main office.

A note from transportation: *If there are any issues or questions regarding the field trip, you will be contacted by transportation. All field trip requests submitted to transportation are approved by their department unless you hear otherwise from them. If you need to contact the transportation department please call (541) 942-2803.*

Administrator Approval

_____ Field Trip Request Approved _____ Field Trip Request Denied

Principal's Signature

Out of State Board Approval Signature (If necessary)

Tonya Kerns, Board Secretary: _____ Date _____

_____ Field Trip Request Approved _____ Field Trip Request Denied

Comments:

To be completed by the front office:

- Date field trip request submitted to transportation: _____
- Additional comments/notes:
