

Upper Perkiomen School District

2229 East Buck Road, Pennsburg, PA 18073

Request for Field Trip and Bus Transportation

(All lines should be completed and submitted to building principal.)

PART A: Field Trip Description (completed by the sponsor/organizer of the trip)

Teacher Name: _____ Grade: _____

Date of Trip: _____ Number of Students: _____

Destination: _____ Admission Fee: _____

Name of Contact: _____ Phone Number: _____

Departure Time: _____ Return Time (to school): _____

Program Starts: _____ Ends: _____

Curricular Connection: _____

Objective for the trip: _____

Additional Information: _____

Permission Slip Distribution Date: _____ Permission Slip Return Date: _____

Application for this trip is made with the understanding that I shall be responsible for the supervision during the entire time. Applications must be made three weeks in advance of the date requested.

Teacher Signature Date

PART B: Trip Assurances (completed by building principal)

Trip Guideline Assurances: Please check that each has been reviewed:

- The trip is connected to the curriculum
- The trip has meet the chaperone requirements (ratio, age, and clearances)
- The nurse has reviewed the trip request to assess the need for nurse support on the field trip
- The transportation department has been contacted to determine the availability of the transportation

Name of the Transportation Company being utilized: _____

Bus arrangements made on: _____ Approximate miles one way: _____

Cost per bus: \$ _____ (66-72) Transportation cost per pupil: \$ _____

Admission cost per pupil: \$ _____

Total Cost per pupil: \$ _____

- The date of the trip has been reviewed for conflict with other events and/or substitute demand.

Principal: _____ Date: _____

Assistant Superintendent: _____ Date: _____

Copies sent to Bus Company on: _____