

# Elkin High School



## FIELD TRIP REQUEST FORM

(THIS FORM MUST BE SUBMITTED AT LEAST 10 DAYS PRIOR TO ACTIVITY)

Type of trip:      Instructional                              Extra-curricular  
 Duration:        Within school hours              Outside school hours  
                   **Overnight**     **(Requires a 60 day prior approval by ECS Board)**

Date: \_\_\_\_\_

Departure Time: \_\_\_\_\_ ( ) AM ( ) PM     Return Time: \_\_\_\_\_ ( ) AM ( ) PM

Name of Place to be visited: \_\_\_\_\_

Location of Place to be visited: \_\_\_\_\_

Grade/Class/Group taking trip: \_\_\_\_\_

#of student(s) participating: \_\_\_\_\_ # of eligible student(s) not participating: \_\_\_\_\_

Reason for non-participation: \_\_\_\_\_

Person(s) in charge of the trip: \_\_\_\_\_

Names of employee(s) accompanying the student(s): \_\_\_\_\_

Number of adults accompanying the students \_\_\_\_\_

***For overnight trips, all chaperones must submit to a background check.***

***In this event, please complete a chaperon form and attach it to the field trip request form***

Means of Transportation:    Activity Bus    Walking

**(Please email Phillip Chrismon (chrismonp@elkin.k12.nc.us) and Tony Duncan (duncant@elkin.k12.nc.us) after principal approval. Include # of students on the trip, date, and departure / return times).**

**\*\*School fieldtrips over 100 miles one way will require the use of approved charter buses. Administrators must inspect charter buses prior to departure\*\***

**Please use the chart below to assist you in calculating the cost of the field trip.**

*(See your school administrator for bus and driver estimations).*

	COST
<b>Admission price</b> <i>(cost times # of students)</i>	\$
<b>Miles @ .90 per mile =</b> _____ X _____ <b>(# buses)</b>	\$
<b>Hours @ \$15.00 =</b> _____ X _____ <b>(# drivers)</b>	\$
<i>(includes total hours of fieldtrip plus 30 min pick up and drop off time)</i>	
<b>Teachers going on trip @ 78.00 (per teacher)</b>	
<b>Background check @ \$35.00 per chaperone (overnight trips only)</b>	
<b>TOTAL</b>	\$
<b>Total cost to each student (all inclusive)</b>	\$

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## FIELD TRIP REQUEST FORM CONTINUED



List ways the trip will be financed: \_\_\_\_\_

If individual students are asked to pay for the trip, list provisions to be made for indigent students:

Brief Description of the Trip: \_\_\_\_\_

Relation to the Common Core / Essential Standards or CTE Blue Print: \_\_\_\_\_

**Cafeteria Request: (After Principal Approval):**

- We will be back in time for lunch.       We will not be back in time for lunch  
 Bag Lunches needed \_\_\_\_\_ (# of bag lunches needed)

**Signature of Cafeteria Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Person submitting request:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### For School Office Use Only

**School Administration Approval:**

- Approved       Unapproved

Reason for non-approval: \_\_\_\_\_

Principal / Supervisor Signature: \_\_\_\_\_

**District Administration Approval:**

(Out-of State and overnight fieldtrips require 60 day prior notice plus board approval)

- Approved       Unapproved

Reason for non-approval: \_\_\_\_\_

Superintendent / Designee Signature: \_\_\_\_\_ **Date:** \_\_\_\_\_

School Board Chairmen Signature: \_\_\_\_\_ **Date:** \_\_\_\_\_

Paid to Elkin City Schools: \$ \_\_\_\_\_ **Check Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_