



# Otsego Public Schools Field Trip Request Form

Please complete the following form any time you are planning a field trip or special activity involving students leaving school grounds. This form must be turned into the office as soon as possible. This form must also be on file in the office prior to leaving the building.

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Building: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Destination: \_\_\_\_\_  
(Overnight and out-of-state trips must have Board approval – Please attach detailed information)

Number of Students: \_\_\_\_\_ Number of Staff: \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_

How will this trip be funded? \_\_\_\_\_

Purpose of trip: (subject area covered/course of study – include itinerary/attachments) \_\_\_\_\_

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Type of Transportation: \_\_\_\_\_ Bus (School or Charter – circle one) Complete separate  
transportation request form  
\_\_\_\_\_ School Van  
\_\_\_\_\_ Other – *specify* \_\_\_\_\_

Date/time leaving (from school): \_\_\_\_\_ Date/time returning (to school): \_\_\_\_\_

Cost  
Total Cost: \$ \_\_\_\_\_ Total Student Cost: \$ \_\_\_\_\_  
(Please be certain to turn all money in to the office as it is received.)

ADDITIONAL INFORMATION: (Special Instructions – dress code, lunch instructions, spending money, etc.):

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

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### OVERNIGHT/OUT-OF-STATE FIELD TRIP APPROVAL

Superintendent and Board of Education approval required for all out-of-state and overnight trips. Forward this document to the Superintendent's office for further processing.

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Date