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**Oil City Area School District**

 **FIELD TRIP REQUEST FORM**

***Note: Please complete both sides of this form.***

Club, Class, or Group requesting permission to take this field trip:

School:

Destination:

Number of Students:

Name of Advisor(s), Teacher(s), or Sponsor(s) who will accompany the students on the field trip:

Building Principal (Required) Superintendent

List the names of all chaperones and indicate whether they are teachers, parents, or other individuals:

Is this trip overnight? □ Will you be traveling outside of Pennsylvania? □

Day(s) of week and date(s) of the proposed field trip:

Day 1: Date:

Day 2: Date:

Day 3: Date:

Day 4: Date:

Day 5: Date:

Day 6: Date:

 Revised 4/2009

What costs are associated with the field trip, and how will the field trip be funded?

▶▶ On an attached sheet, please:

1. Identify all costs associated with the field trip, including costs of transportation, meals,

lodging (if applicable), admission fees, etc.

 2. Specify how you intend to fund the field trip (i.e., club or group funds, past or additional

fundraisers, assessing each student an amount of $ , or a combination of these,

etc.)

 3. Are you requesting that any of the costs be paid by the school district? □Yes

□ No

What is the intended mode of transportation?

 □ School van(s)

□ School bus(es) ***If the field trip is approved, all requests for buses and/or***

□ Other (specify) ***vans must be submitted to the Business Office.***

▶▶ Please attach a detailed itinerary for the proposed field trip. This itinerary should include at least:

 1. The time and site of departure from Oil City and the estimated time of return to that

site.

 2. A listing of the attractions, sites, and activities the students will enjoy. Please accompany

the listing with an estimate of the amount of time to be spent at each site/attraction.

 3. Phone number(s) at which you can be reached in case of an emergency.

**NOTE**: Submit your requests well in advance of the proposed field trip. Requests for field trips are to be submitted one week prior to the work session meeting, which is held on the third Monday of each month. The dates for the field trip must be after the date of the regularly scheduled business meeting, which is held on the fourth Monday of the month.

**Please assure that parental permission is obtained and prepare procedures for the field trip activities which ensure the safety and well-being of students.**