

Chico Unified School District
Field Trip Request Form
 1163 East Seventh Street | Chico, CA 95928



Requesting Party: _____

Request Date: _____

Date of Trip:

| Depart | | | Time |
|--------|-----|------|-------------|
| Month | Day | Year | Depart Time |
| | | | |

| Return | | | Time |
|--------|-----|------|-------------|
| Month | Day | Year | Return Time |
| | | | |

School: _____

Grade(s): _____

Department: _____
(Sports Team, Group, Class, Etc.)

Destination: _____
(Include Town & State)

Trip Rationale:

| Background Information |
|------------------------|
| |

| Educational Implications |
|--------------------------|
| |

Attendees:

| Students | Teachers | Parent/Counselor | Ratio (S:A) |
|----------|----------|------------------|-------------|
| | | | #DIV/0! :1 |

| Transportation Type |
|---------------------|
| |

Please include the Charter Bus name or explain "Other"

All requests for bus or charter transportation must go through the Transportation department - NO EXCEPTIONS.

Expenses:

| Fees | Sub Costs | Meals | Lodging | Transportation | Other** | Total Expenses |
|------|-----------|-------|---------|----------------|---------|----------------|
| | | | | | | 0 |

| Account Name | Account No. | Amount |
|--------------|-------------|--------|
| | | |
| | | |
| | | |

** Explain Cost: _____ Total \$ -

| Signatures | Recommend | Do Not Recommend | Date |
|-----------------------------------|-----------|------------------|------|
| Requesting Party: _____ | | | |
| Site Principal: _____ | | | |
| Director of Transportation: _____ | | | |

| If Major Field Trip | Recommend | Do Not Recommend | Date |
|--------------------------------|-----------|------------------|------|
| Director of Ed Services: _____ | | | |
| Board Action: _____ | Approved | Not Approved | Date |

Reason for Denial: _____