

**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	Approx. Departure

Date of Trip:	Return			Time
	Month	Day	Year	Approx. Return

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: \_\_\_\_\_