



2740 Airport Drive, STE 300
Columbus, OH 43219
Phone: 614.299.1007
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Teacher(s): _____ Grade(s): _____

Today's date: _____ Date of proposed trip: _____ Alternate date _____

Student cost: \$ _____ Adult/Chaperone cost: \$ _____ Total trip cost: **\$1000**

Destination contact person: _____ Phone: _____

Destination/Description of Activity:

Objectives: (Briefly state the purpose of this trip and what you hope to accomplish.)

Our class is preparing for this trip by:

What type of follow-up is planned for the classroom?

What provisions have been made for students unable to go on this trip? _____

Transportation needs: Yes No # of Buses Requested: _____

Trip Timing: Departure: _____ Destination arrival: _____ Time on site: _____

Time to leave: _____ Back at school by: _____

How many will attend? _____ Students: _____ **Staff: _____ Chaperones: _____**

Teacher Signature: _____ Date: _____

Transportation expenses are being paid by:

If the school is doing any form of payments attach proper documentation, i.e. copies of cashier's checks or money orders. Personal checks are not permitted.

Meals: Meals needed: Yes No Numbers of meals needed: _____

Building Leader Approval: Approved Disapproved Request further information

Principal Signature: _____ Date: _____

CEO response: Approved Disapproved Request further information

CEO Signature: _____ Date: _____

Transportation: Contact DeWayne Golden

Number of buses requested: _____

Date alternate date bus company can do: _____

Date buses were order: _____ Cost of bus: \$_____

Transportation money due date: _____

Transportation Signature: _____ Date: _____

Meals: Meals ordered: Yes No

Numbers of meals ordered: _____

Meals Signature: _____ Date: _____

Central Office response: Approved Disapproved Request further information

Central Office Signature: _____ Date: _____

Please note: Upon return from this field trip a list of students, chaperones, and teachers with the appropriate signature of each individual is to be submitted to Central Office for their records.