



# Elkin Middle School



## FIELD TRIP REQUEST FORM CONTINUED

List ways the trip will be financed: \_\_\_\_\_

If individual students are asked to pay for the trip, list provisions to be made for indigent students:

Brief Description of the Trip: \_\_\_\_\_

Relation to the Common Core / Essential Standards or CTE Blue Print: \_\_\_\_\_

**Cafeteria Request: (After Principal Approval):**

- We will be back in time for lunch.       We will not be back in time for lunch  
 Bag Lunches needed \_\_\_\_\_      (# of bag lunches needed)

**Signature of Cafeteria Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Person submitting request:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### For School Office Use Only

**School Administration Approval:**

- Approved       Unapproved

Reason for non-approval: \_\_\_\_\_

Principal / Supervisor Signature: \_\_\_\_\_

**District Administration Approval:**

(Out-of State and overnight fieldtrips require 60 day prior notice plus board approval)

- Approved       Unapproved

Reason for non-approval: \_\_\_\_\_

Superintendent / Designee Signature: \_\_\_\_\_ **Date:** \_\_\_\_\_

School Board Chairmen Signature: \_\_\_\_\_ **Date:** \_\_\_\_\_

Paid to Elkin City Schools: \$ \_\_\_\_\_ **Check Number:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_