

# AIRPORT COMMUNITY SCHOOLS FIELD TRIP REQUEST

**PLEASE READ!!** Complete all fields. Form must be received 2 weeks prior to the date of the field trip. Forms will not be processed without an administrator's signature or if any fields are not completed. If multiple buses are requested, all buses MUST follow the same itinerary. If buses are to follow different itineraries, complete a separate form for each bus. A suggested web site for directions and mileage is <http://maps.msn.com>. If you depart from Ritter or Niedermeier add 14 miles, from Eyler add 7 miles to the total trip miles.

Funding Organization: \_\_\_\_\_

Budget Unit or Fund: \_\_\_\_\_ Account #: \_\_\_\_\_

Date of Trip: \_\_\_\_\_ Trip Day: \_\_\_\_\_ Request Date: \_\_\_\_\_

Teacher/Coordinator: \_\_\_\_\_  
Name Building Class

Destination: \_\_\_\_\_  
(Note: Requesting party responsible for directions)

Specific Learning Objectives to be Accomplished: \_\_\_\_\_

Student Behaviors that will Confirm Achievement of the Learning Objectives: \_\_\_\_\_

Course Objectives Related to the Learning Objectives: \_\_\_\_\_

Pre-Trip Lessons/Activities to be done in the Classroom: \_\_\_\_\_

Post Trip Activities/Lessons to Reinforce/Extend Learning: \_\_\_\_\_

**BUS REQUIREMENTS:**

Number of classes: _____	Estimated Total Miles (There <b>AND</b> Back) _____ x .50 = \$ _____
Total number of passengers: _____	
Number of buses needed: _____	Driver Hours _____ x 36.67 = \$ _____
Number of wheelchair hook ups: _____	
Number of lift buses requested: _____	Aide Hours _____ x 20.20 = \$ _____
Bus Aide required? _____	
	Est. Total Cost \$ _____

Loading Info: \_\_\_\_\_  
Building Which Entrance?

1.) Loading Time: _____ a.m. p.m.	2.) Depart Time: _____ a.m. p.m.
3.) Destination Depart Time: _____ a.m. p.m.	4.) Time of Return: _____ a.m. p.m.

Approved:  Disapproved:  Principal: \_\_\_\_\_ Date \_\_\_\_\_

Approved:  Disapproved:  Superintendent: \_\_\_\_\_ Date \_\_\_\_\_

Approved:  Disapproved:  Operations Director: \_\_\_\_\_ Date \_\_\_\_\_