

FARMERSVILLE UNIFIED SCHOOL DISTRICT FIELD TRIP REQUEST FORM

District Bus	(Request must be submitted 2 weeks prior to departure date)
Charter Bus	(Request must be submitted 3 months prior to departure date)
1 Van	(Request must be submitted 2 weeks prior to departure date)
2 Vans	(Request must be submitted 2 weeks prior to departure date)

All stops must be included on this request (i.e., lunch, dinner). Please make prior arrangements, if possible. The driver does not have the authority to change a route.

Purpose of Trip: _____

Specific Destination/s: _____

Lunch Dinner Time: _____ City/Place: _____

Date(s) of Trip: _____

Departure Time: _____

Return Time: _____

Person/s in Charge: _____ Cell Phone # _____

Number of Students: _____ Number of Adults: _____ Total: _____

CHECK PERTINENT POINTS:

School Site:

- | | |
|---|---|
| <input type="checkbox"/> Hester Elementary | <input type="checkbox"/> Farmersville Jr. High School |
| <input type="checkbox"/> Snowden Elementary | <input type="checkbox"/> Farmersville High School |
| <input type="checkbox"/> Freedom Elementary | <input type="checkbox"/> Deep Creek Academy |

- Cafeteria notified
- One day, school day
- One day, non-school day (Accident insurance necessary)
- Overnight trip of _____ nights (Board approval required & accident insurance necessary)*
- Out-of-State trip (Board approval required & accident insurance necessary)*
- Trip to Foreign Country (Board approval required & accident insurance necessary)*

I have read and will abide by the board policy and administrative rules pertaining to field trips.

Person in Charge: _____ Date: _____

Approved by Director of M.O.T. : _____ Date: _____

Principal: _____ Date: _____

Board of Trustees (if necessary): _____

Clerk/Secretary

Date of Meeting

(* Submit to Board one month prior to date of trip)

Account # _____ - _____ - _____ - _____ - _____ - _____ - _____ - _____