

FIELD TRIP FORM**DALLAS SCHOOL DISTRICT #2**

Dallas, Oregon 97338

INSTRUCTIONS: **Teachers:** complete information below and submit to the school principal ***three weeks*** prior to trip.

School: _____

Activity: _____

Person in Charge: _____

	Date	Time
Departure	_____	_____
Return	_____	_____

Class or Grade: _____

Students Participating: _____

Adults Participating: _____

Transportation to Destination:

Bus	Mini Bus	
Walk	Wheelchair Lift	#____
Train	Automobile	

Volunteers have filled out the form

(1) Destination Information (Where are you going?)**(2) Related Information** (Why are you going? What will the students do/learn? Be specific.)**(3) Overnight or Out of State Only** (Information may be presented to the board, at a future board meeting.)Who will present this information at a Board meeting and when?

Respectfully Submitted by _____

(Name of Teacher)

(Today's Date)

Principal: Fill out "bill to" information below, sign, send entire form to transportation director *at least **two weeks** prior to the date indicated in #3 above.* **Transportation Director:** Confirm billing information, sign form and forward completed form to the Superintendent's office.

☐ Trip Approved - Bill to (fund #): _____

Principal Signature _____

Date

Director of Transportation Signature _____

Date