

# SAUSALITO MARIN CITY SCHOOL DISTRICT

## FIELD TRIP REQUEST

Please complete and submit to Principal at least ONE MONTH before field trip date.

1. Every student must have a permission slip signed by a parent/guardian. School rules and safety instructions must be reviewed.
2. If there is a cost connected to this trip, site must provide an invoice to the Business Office for payment prior to date of trip.
3. If lunches are provided, the classroom teacher is responsible for notifying the District Office of confirmed number of lunches needed AND for completion of form to indicate names of all children eating lunch (minimum TWO weeks prior to trip).

Request Date \_\_\_\_\_ Destination: \_\_\_\_\_

Destination Address: \_\_\_\_\_

Name & Title of Person Offering Program: \_\_\_\_\_

Standard Supported (in detail): \_\_\_\_\_

Teacher(s): \_\_\_\_\_

Grade(s): \_\_\_\_\_ # of Children: \_\_\_\_\_ # of Adults: \_\_\_\_\_ Reservation Made: \_\_\_\_\_

Trip Date: \_\_\_\_\_ Alternate Date/Return Date: \_\_\_\_\_ # of Days: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Pick Up @ F.T. Site : \_\_\_\_\_  Lunches Needed

Transportation:  School Bus  Private Car  Walking  Public Transportation

Funding Source:  District  Other Coding: \_\_\_\_\_

Expenses (itemized): \_\_\_\_\_

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### For District Office Use

Verification of Fund Availability: Business Manager: \_\_\_\_\_

#### **Disposition**

Approved  Denied Date: \_\_\_\_\_ School Principal: \_\_\_\_\_

Approved  Denied Date: \_\_\_\_\_ Superintendent: \_\_\_\_\_

Approved  Denied Date: \_\_\_\_\_ Board of Trustees: \_\_\_\_\_