

# Field Trip Approval Request Form

McGregor ISD #4  
McGregor, Minnesota 55760



Group/Class: \_\_\_\_\_

Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

Date of Field Trip \_\_\_\_\_ Hours of Trip \_\_\_\_\_

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

Purpose of the Trip \_\_\_\_\_

Number of Students Involved: \_\_\_\_\_

Supervisor(s)/Chaperone(s): \_\_\_\_\_

Expenses to be paid by: \_\_\_\_\_

Substitute Needed: \_\_\_\_\_yes \_\_\_\_\_no Hours/Time: \_\_\_\_\_

Transportation: Own Vehicle \_\_\_\_\_

School Van \_\_\_\_\_

School Bus \_\_\_\_\_

Meals: Do you need sack lunches prepared: \_\_\_\_\_yes \_\_\_\_\_no

How many meals do you need: \_\_\_\_\_

Have you contacted the kitchen with this request: \_\_\_\_\_yes \_\_\_\_\_no

**After approval, you are asked to make your own arrangements for a school vehicle.**

This request is approved: \_\_\_\_\_yes \_\_\_\_\_no

Principal Signature \_\_\_\_\_ Date: \_\_\_\_\_