

# Delhi Unified School District

## Field Trip/Vehicle Request Form

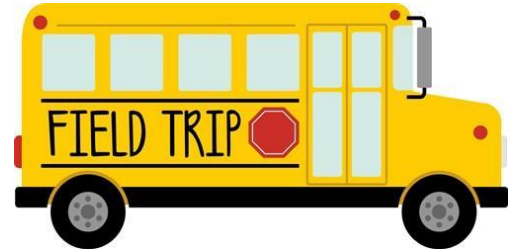
School: \_\_\_\_\_

Date of Request: \_\_\_\_\_

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

Midpoint Stop: \_\_\_\_\_ Yes \_\_\_\_\_ No

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



Trip Date(s): \_\_\_\_\_

Time of Departure: \_\_\_\_\_

Quantity: \_\_\_\_\_ Bus \_\_\_\_\_ Car \_\_\_\_\_ Van \_\_\_\_\_ Charter Return to School: \_\_\_\_\_

1) Class or Group Participating: \_\_\_\_\_

2) Number of Students & Chaperones: \_\_\_\_\_

3) Purpose: \_\_\_\_\_

4) Activities: \_\_\_\_\_

### CHECK LIST:

- ☐ Parents have been notified
- ☐ Parent permission slips are signed and collected by teacher
- ☐ Emergency cards have been collected for the trip
- ☐ Notify cafeteria with special arrangements or that you will miss lunch **-1 WEEK IN ADVANCE**
- ☐ Are sack lunches needed? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, how many? \_\_\_\_\_
- ☐ Dinner stop after the event? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If yes, Location? \_\_\_\_\_

\_\_\_\_\_  
Print Teacher Name

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Date

### FOR OFFICE USE ONLY

#### ACTION BY PRINCIPAL

- ☐ Approved - Forward to District Office
- ☐ Denied - Return to Teacher
- Funding Source \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date

#### ACTION BY DIRECTOR OF M.O.T.

- ☐ Approved - Forward to Transportation Dept.
- ☐ Denied - Return to Principal

\_\_\_\_\_  
Signature of M.O.T. Director

\_\_\_\_\_  
Date