

# MONOMOY REGIONAL SCHOOL DISTRICT FIELD TRIP REQUEST FORM

*Note: This request must be submitted at least one (1) month in advance of the date requested for the trip.*

**Coordinating Teacher:** \_\_\_\_\_ **PO #** \_\_\_\_\_

**Teacher(s):** \_\_\_\_\_ **Grade(s):** \_\_\_\_\_

**School:**     CES    HES    MS    HS                      **Date of Trip:** \_\_\_\_\_

**Destination:** *(Note: All Out-of-State Field Trips Require School Committee Approval at least 30 Days Prior to Trip.*

*All International Trips Require School Committee Approval at least 6 Months Prior to Trip.)*

**ALL STOPS/TIMES:** \_\_\_\_\_

**Purpose of Trip – Include Direct Connection to Curriculum Standards:**

**Time of Departure:** \_\_\_\_\_ **Return Time to School:** \_\_\_\_\_

Motor Coach # \_\_\_\_\_  School Bus # \_\_\_\_\_  Handicap Accessible Bus \_\_\_\_\_  Walking – No Bus

School bus **48** – 2/per seat **72** - 3/per seat  
Coach bus **54** seats

**Number of Students:** \_\_\_\_\_

**Number of Teachers:** \_\_\_\_\_

**Number of Chaperones\*\*\*\*:** \_\_\_\_\_

**\*\*\*\* Plan on at least one (1) chaperone per group of 10 students.**

**CHAPERONES MUST BE CORIED BY MONOMOY REGIONAL SCHOOLS\*\*\*\***

**School Nurse Needed on Trip:**     Yes    No   **Other accommodations needed** \_\_\_\_\_

**Method of Payment (must be indicated prior to approval):**     School Budget    Student Fee    Grant \_\_\_\_\_

<b>\$ _____ per Bus</b>	<b># of Buses</b> _____	
Total Transportation Costs:    \$ _____		
(\$ per bus X # of buses)		
Admission Cost	\$ _____	
Total Cost per student:	\$ _____	
Total Cost of Trip _____		
Trans Cost + Admission = Total cost/ # of students		
Date: _____		
<small>(Please fax to appropriate school after approval)</small>		
<small>HES 508-430-7232    CES 508-945-5138</small>		
<small>MRMS 508-945-5110    MRHS 508-430-7212</small>		

**Signatures Required Prior to Submission to Superintendent:**

Teacher	Date
School Nurse	Date
Principal	Date

**TOTAL COST OF TRIP**    \$ \_\_\_\_\_

**Superintendent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  Approved  Not Approved