

## SANDWICH PUBLIC SCHOOLS FIELD TRIP REQUEST FORM

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

Teacher(s): \_\_\_\_\_ Grade(s): \_\_\_\_\_  
 School: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

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

Purpose of Trip - to Include Direct Connection to Curriculum Standards:

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

Substitute Needed: Yes \_\_\_\_\_

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

Approximate Mileage (Round Trip): \_\_\_\_\_

Lunch Plan: \_\_\_\_\_

Board Bus for Return: \_\_\_\_\_ Arrival Time at School: \_\_\_\_\_

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

Admission Price per student: \$ \_\_\_\_\_ Transportation cost per student: \$ \_\_\_\_\_

Total Cost for trip per student: \$ \_\_\_\_\_

Vehicles or Buses to be Used for Transportation: \_\_\_\_\_

**\*\*\* Plan on at least one (1) chaperone per group of 10 students. CHAPERONES MUST BE CORIED BY SANDWICH PUBLIC SCHOOLS\*\*\***

Method of Payment: (must be Indicated prior to approval): **School Budget    Student Fee    Other**

Use for Computing Cost Per Student: How many buses are needed: _____ (48 students per bus)  Hourly rate \$70.56 Mileage: \$4.66 per mile Per Bus Total: Divided by Number of Students Minimum Trip Rate: \$198.40	Signatures Required Prior to Submission to Superintendent:  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Teacher <span style="float: right;">Date</span>  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> School Nurse <span style="float: right;">Date</span> School Nurse Required? _____ Yes _____ No  <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Principal <span style="float: right;">Date</span>
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Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Bus Company Approval: \_\_\_\_\_  
(signed) (date)

NOTE: Bus Company- please return faxed copy after approved, signed and dated. Thank you

Revised 10/4/2023