



GLENDALE SCHOOL DISTRICT Request for School Organized Trip for Students

Must be submitted at least 7 days prior to scheduled trip date.

Today's Date: _____

Employee Supervising Trip: _____ Telephone Number: _____

Destination: _____ Name of School: _____ Grade Level: _____

Field Trip Athletic Trip Curricular Trip Other: _____

Brief description of educational benefit to be derived from this activity. The students will

Date(s) of Trip: _____ Number of Students: _____ Number of Adults: _____

Times:

Leave School _____ AM or PM Arrive at Destination _____ AM or PM

Leave Destination _____ AM or PM Return to School _____ AM or PM

Names of Employees Attending Trip: _____

Substitutes Required for Employees: Yes _____ (How Many) _____ No

Method of Travel:

School Bus (how many) _____ Small Bus Van Walking

Funding: Will the trip be paid by the:

District Club Account _____ Fundraising _____ Other _____

Has Food Service Been Notified if breakfast or lunch will be missed? Yes No (Please do this ASAP)

Principal Approval		Date:
Athletic Director Approval		Date:
Business Manager Approval		Date:
Transportation Approval		Date:
Superintendent Approval		Date:

Field Trips need Principal Approval. Athletic Trips need Athletic Director Approval. All trips must have approval of Business Manager (funding), Transportation Director (availability of buses) and Superintendent.