

North Gem School District #149

Educational Field Trip/ Activity Trip Request Form

Please note that you will need to complete your portion of the form and it needs to be emailed to Corry Hatch our Transportation Director (chatch@sd149.com) TWO weeks before the requested date or the Educational Field Trip/Activity will not be approved. Please schedule according. Check the Google Transportation Calendar and try not to double up on days with activities as this makes getting enough drivers difficult.

Please make sure to email this form to Jill Askew our Food Services Director (jraskew@sd149.com) at the same time so that she can have you on the schedule 2 weeks in advance.

When approval is received from the Transportation Director and Food Services Director then you will email the completed form to Dr. Shumway (tshumway@sd149.com) for final approval.

Who is requesting the trip?

Today's Date

Date(s) of the trip

Departure Time

Return Time

Destination

Trip Information (if it is Educational Field Trip you need to explain how it is educational)

Adults Going

Number of Students

Meals Requested

Approval of Food Services Director

Date Received

Approval of Transportation Director

Date Received

Bus Number

Driver

Special Instructions

Comments

Authorized Signature

Date

Students Going

- | | |
|-----|-----|
| 1. | 26. |
| 2. | 27. |
| 3. | 28. |
| 4. | 29. |
| 5. | 30. |
| 6. | 31. |
| 7. | 32. |
| 8. | 33. |
| 9. | 34. |
| 10. | 35. |
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| 17. | 42. |
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| 24. | 49. |
| 25. | 50. |