

**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 (jraske@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 need to email Todd Hale the District Superintendent (thale@sd149.com) the completed document.

**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. |
| 11. | 36. |
| 12. | 37. |
| 13. | 38. |
| 14. | 39. |
| 15. | 40. |
| 16. | 41. |
| 17. | 42. |
| 18. | 43. |
| 19. | 44. |
| 20. | 45. |
| 21. | 46. |
| 22. | 47. |
| 23. | 48. |
| 24. | 49. |
| 25. | 50. |