

# Brier Elementary Field Trip Request Form



**(Give entire form to Office Manager at least 4 weeks before your trip)**

Teacher Names: \_\_\_\_\_ Grade level: \_\_\_\_\_  
 Date of Trip: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Lunch:  @ Brier  on trip  
 Departure time: \_\_\_\_\_ Arrive back @ school \_\_\_\_\_ Total # of hours: \_\_\_\_\_  
 Destination: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_  
 # of Kids \_\_\_\_\_ # of adults \_\_\_\_\_ Total \_\_\_\_\_  
 Curricular Objectives \_\_\_\_\_

***(Board policy states that your fieldtrip must be connected to curriculum. Field trips not connected to curriculum will not be approved)***

**One or more of the accompanying staff members or adult chaperones shall have a current First Aid and CPR Card. In order to approve this field trip, please provide the name(s) below:**

\_\_\_\_\_

<b>Part 1- Financial Info</b>		<input type="checkbox"/> Student Funds	<input type="checkbox"/> PTA Funds _____(Teacher)
Split payment with : _____		<input type="checkbox"/> Deposit \$ _____	
<b>Check one</b> ▶		<input type="checkbox"/> Check full payment \$ _____	
_____ # of admissions @ \$ _____ = _____		<input type="checkbox"/> Procurement Card day of _____	
_____ # of admissions @ \$ _____ = _____		<input type="checkbox"/> Purchase Order	
<b>Total \$ = _____</b>		<input type="checkbox"/> Invoice Attached	
Amount charging each student \$ _____ (may round up to the nearest quarter)			
Amount charged for an adult \$ _____ (may round up to the nearest quarter)			
Account code (office use only) 0100-27-0750-115-01XX			

<b>Part 2—Transportation Info.</b>		<input type="checkbox"/> Bus	<input type="checkbox"/> Private Car	<input type="checkbox"/> Walking
Bus Estimate (call transportation ext 7230):				
_____ # of miles @ \$1.20 mile _____ = _____				
_____ # of hours @ \$35.62 _____ = _____				
<b>Estimate Total = _____</b>				
<b>(Include 1 hr driver travel time from bus barn to school to destination to school to bus barn)</b>				

\_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_  
 Field Trip Coordinator