



**KUTZTOWN AREA SCHOOL DISTRICT  
KUTZTOWN, PENNSYLVANIA  
REQUEST FOR FIELD TRIP 2021/2022**

SCHOOL: \_\_\_\_\_ DATE: \_\_\_\_\_

TEACHER (S): \_\_\_\_\_

GRADE/CLASS: \_\_\_\_\_

DATE OF FIELD TRIP: \_\_\_\_\_

DESTINATION OF TRIP (Name and Address): \_\_\_\_\_

TIME OF DEPARTURE: \_\_\_\_\_ TIME OF RETURN TO SCHOOL: \_\_\_\_\_

NUMBER OF STUDENTS: \_\_\_\_\_ NUMBER OF ADULTS: \_\_\_\_\_

DESCRIBE THE GROUP THAT WILL BE PARTICIPATING IN THE TRIP: \_\_\_\_\_

SPECIFIC OBJECTIVES OF THE TRIP/RELATIONSHIP TO INSTRUCTION: \_\_\_\_\_

SPECIFIC FOLLOW-UP ACTIVITIES: \_\_\_\_\_

WILL A TEACHER SUBSTITUTE BE REQUIRED? \_\_\_\_\_

WILL VOLUNTEER CHAPERONES BE NEEDED? (circle) YES or NO - IF YES, PLEASE ATTACH A LIST OF ALL VOLUNTEERS. ADDITIONAL PAPERWORK MAY BE NEEDED, DEPENDING ON THE FIELD TRIP.

MODE OF TRANSPORTATION (BUS, VAN, ETC.)? \_\_\_\_\_ # OF VANS/BUSES NEEDED: \_\_\_\_\_

*Buses accommodate 48-72 passengers (24 bench seats with 2-3 passengers per bench); Vans accommodate 9 passengers and 1 driver*

WILL A SPECIAL (BUS, VAN, ETC.) BE NEEDED? \_\_\_\_\_ PLEASE EXPLAIN: \_\_\_\_\_

IS TRANSPORTATION BEING PROVIDED BY AN OUTSIDE SOURCE? \_\_\_\_\_

IF YES, WHO WILL BE PROVIDING THE TRANSPORTATION? \_\_\_\_\_

COST OF TRIP TO THE DISTRICT (MUST BE COMPLETED BY ADVISOR):

ROUND TRIP TRANSPORTATION COST: \_\_\_\_\_ Bus Cost: \$2.22 per mile + \$22.55 per hour (2 hour minimum)  
ADMISSION COST: \_\_\_\_\_ Van Cost: \$0.56 per mile

***IF A SCHOOL DISTRICT CHECK IS REQUIRED PRIOR TO TRIP, PLEASE SUBMIT A SEPARATE APPROVED REQUISITION FORM TO THE DISTRICT OFFICE (Attn: Cindy Heiner) AT LEAST 2 WEEKS PRIOR TO THE TRIP.***

SIGNATURE OF PERSON (S) REQUESTING TRIP: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF PRINCIPAL (S)/SUPERVISOR: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE OF SUPERINTENDENT: \_\_\_\_\_ DATE: \_\_\_\_\_

This form **must** be submitted to the building principal(s) and must have all areas completed **AT LEAST ONE MONTH** prior to the date of the field trip. In addition, a permission slip for each student attending the field trip **must** be on file in the office before the trip. **Please provide the office and school nurse with a list of students participating on the trip AT LEAST ONE WEEK prior to the trip. A seating chart/roster with the names of students and chaperones MUST BE GIVEN to the office and the bus driver the day of the trip prior to leaving.**

**TRANSPORTATION USE ONLY:**

Scheduled \_\_\_\_\_ bus/van # \_\_\_\_\_ on \_\_\_\_\_ Signature: \_\_\_\_\_