



# Benzie County Central Schools

## District Field Trip Request Form

The Benzie County Central Schools Board of Education, through its policies (3105,5506), has established rules regarding field trips:

- A. All trips must be preapproved by the building principal at least 2 weeks in advance.
- B. Out of state trips and overnight trips must be preapproved by the Board of Education or its designee. Board meetings occur once a month and must be on the Board's agenda.
- C. All chaperones must have a valid background check on file before the field trip or volunteering opportunity.
- D. Private vehicle transportation must be preapproved by the superintendent and all students must have written parent permission prior to riding in a private vehicle.

Teacher/Sponsor Name:		Group Name:	
Date(s) of Trip:	Departure Time:	Return Time:	
Instructional Objective and Purpose of Trip:			
Destination:	Address:	Mileage (one way):	
Cost of Trip:	Number of Students attending:	Number of Chaperones attending:	
Cost per Student:			
Trip will be paid for by: <input type="checkbox"/> Student <input type="checkbox"/> PTO/PTA/PTS <input type="checkbox"/> Building Account <input type="checkbox"/> Other _____	Students will be transported by: <input type="checkbox"/> Benzie School Bus # of Buses Needed _____ <small>Transportation Director Signature required below</small> <input type="checkbox"/> Benzie Bus <input type="checkbox"/> Charter Bus <input type="checkbox"/> Parent Driver <input type="checkbox"/> Other _____		
Will a sub(s) be required? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will School Lunch be needed? <input type="checkbox"/> Yes <input type="checkbox"/> No	The following must be completed: <input type="checkbox"/> Parent Permission slips <input type="checkbox"/> Volunteers approved <input type="checkbox"/> Food Service contacted <input type="checkbox"/> Transportation approved	
Principal Approval  _____ Signature                      Date	Superintendent/Board Approval- <i>ONLY REQUIRED IF OVERNIGHT          OR OUT OF STATE</i>  _____ Signature                      Date		Transportation Director Approval <small>(as needed)</small>  _____ Signature                      Date