

Sausalito Marin City School District

Field Trip Request

Please complete and submit to Principle at least ONE MONTH before field trip date.

1. Every student must have a permission slip signed by a parent/guardian. School rules and safety instructions must be reviewed.
2. If there is a cost connected to this trip, site must provide an invoice to the Business Office for payment prior to date of trip.
3. If lunches are provided, the classroom teacher is responsible for notifying the District Office of confirmed number of lunches needed AND for completion of form to indicate names of all children eating lunch (minimum TWO weeks prior to trip).

Request Date: _____ Destination: _____

Destination Address: _____

Name & Title of Person Offering Program: _____

Standard Supported (in detail): _____

Teacher(s): _____

Grades(s): _____ # of Children: _____ # of Adults: _____ Reservation Made: Y/N

Trip Date: _____ Return Date: _____ # of Days: _____

Departure Time: _____ Pick Up Time: _____ Lunches Needed / Cafeteria Staff Initial: _____

Transportation: School Bus Private Car Walking Public Transportation

Funding Source: District Other

Coding: _____

Expenses (itemized):

For District Office Use

Verification of Fund Availability: Business Manager: _____

Disposition

Approved Denied Date: _____

School Principal: _____

Approved Denied Date: _____

Superintendent: _____

Approved Denied Date: _____

Board of Trustees: _____