

# CONNEAUT SCHOOL DISTRICT

## Request for Educational Field trip or Activity trip

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Position: \_\_\_\_\_ Building: \_\_\_\_\_

Dates of Request Leave \_\_\_\_\_

Number of Working Days Leave Requested \_\_\_\_\_

Is this an Educational Field trip  or Student Activity trip

Description of Field trip or Activity trip

Dates of Activity \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Location \_\_\_\_\_ Number of Miles to be traveled \_\_\_\_\_

Names of \*Staff Attending:

\_\_\_\_\_

\_\_\_\_\_

\*Number of chaperones must comply with the Educational Field Trip Policy 121 and Extracurricular Activity Trip #231

Grades of Students Attending \_\_\_\_\_

Number of Students Attending \_\_\_\_\_

Will this trip paid by the District  Yes or No or by PTO  Yes or No

For trips sponsored by clubs and student activity organizations the only cost to the District is that of necessary substitute teachers.

**Estimated Costs IF PAID BY THE DISTRICT**

Substitute Teacher Cost- # of Days \_\_\_\_\_ X Cost per Day \_\_\_\_\_ = \$ \_\_\_\_\_

Registration Fees- # of registrants \_\_\_\_\_ X registration fee \_\_\_\_\_ = \_\_\_\_\_

Transportation Costs- Airfare ..... = \_\_\_\_\_

Car/bus(es) # of Miles \_\_\_\_\_ X Mileage rate \_\_\_\_\_ = \_\_\_\_\_

Tolls ..... = \_\_\_\_\_

Parking ..... = \_\_\_\_\_

Hotel Costs- # of Days \_\_\_\_\_ X Cost per day \_\_\_\_\_ = \_\_\_\_\_

Meals- # of Days \_\_\_\_\_ X reimbursement allowance \_\_\_\_\_ = \_\_\_\_\_

TOTAL ESTIMATE.....= \$ \_\_\_\_\_

	Principal	Superintendent	Date of Board Action
Approved _____	_____	_____	_____
Not Approved _____	_____	_____	_____