

Date entered on calendar _____
Initials _____

Date: _____

HILLDALE HIGH SCHOOL
APPLICATION FOR ACTIVITY OR FIELD TRIP
(Classroom or Non-Classroom)

Form must be filled out completely before it will be considered for approval.

Organization or Class: _____

Name of Activity: _____

Supervising Teachers and/or Sponsors: _____

Date and Time of Activity: (include specific time) _____

Location of Activity: _____

Chaperons (if applicable): _____

Detailed description of planned activity: _____

COMPLETE THIS FORM AND BRING TO PRINCIPALS OFFICE
ALONG WITH THE FOLLOWING:

- *If using school vehicle for transportation, you must fill out a Transportation Request (must be at least a week prior to the event).**
- *An alphabetized list showing the names and grades of students and the exact periods and dates they are to be excused from classes must be attached to this form.**
- *If Field Trip, you must have a parent permission slip attached for Principal to sign. (Parent Permission Slips must be signed by parent and returned to you before departure).**
- *Your leave request plus any leave requests for any additional staff.**
- *You must fill out a work order for Special Needs such as equipment or custodial aid.**

Signature of Sponsor of Activity

Signature of Principal