

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

DATE _____

Organization or Class _____

Name of Activity _____

Supervising Teachers and/or Sponsors _____

Date of Activity (include specific time) _____

Location of Activity _____

Chaperones (if applicable) _____

Special Needs (e.g. equipment, custodial aid, *transportation, room, Events Center)

*If using school vehicle for transportation be sure you have also completed
a Transportation Request Form a week prior to the event.

Detailed description of planned activity: _____

Sponsor of Activity

Principal

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, have Parent Permission Slips signed and returned before departure.

If a substitute is needed, please notify the Middle School Office.

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

Complete this form and bring to the Middle School Office.