

Date entered on calendar _____
Initials _____

Date: _____

HILLDALE ELEMENTARY 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 PRINCIPAL'S OFFICE
ALONG WITH THE FOLLOWING:

***If using school vehicle for transportation, you must fill out a Transportation Request
(must be at least 2 weeks prior to the event).**

***If Field Trip, you must have a permission slip attached for Principal to approve.**

***You must fill out a work order for Special Needs such as equipment or custodial aid.**

Transportation Request has been completed and turned in _____
DATE

Signature of Department Chair/Sponsor

Signature of Principal