

White Plains City School District FIELD TRIP REQUEST/INSTRUCTIONAL PLAN

Instructions:

Prepare and submit via the principal to the Superintendent, or designee, for approval at **least three (3) months** prior to scheduling of an overnight trip and **four (4) weeks prior** to the scheduling of a trip during school hours.

Identification:

Today's Date: _____

School: _____

Teacher/Advisor _____ Cell Phone # _____

Destination: _____

Address: _____

Departure: Date: _____ Time: _____

Return: Date: _____ Time: _____

Number of participating staff: _____ Is bus transportation needed? _____

Type of bus requested: School Coach Bus

Number of students being transported: _____ Number of buses requested: _____

<i>School Buses are available during school days from 9:00am - 2:00pm.</i>	<i>Chaperones are required to enforce all rules and regulations</i>
<i>There will be an additional charge for service provided prior to 9 am or after 2:30 pm</i>	<i>Drivers will inform chaperones of departure time on return trip</i>
<i>On-Board emergency bus drills are required prior to departure</i>	<i>All persons making the trip are to be transported both ways</i>
<i>One way trips are NOT permitted EITHER WAY</i>	

Instruction objectives: (Be specific – include prerequisites, proficiency level desired and measurement.) _____

Complete Cost and Funding of Trip:

6153R (c)

	Buses	Admission Fees	Total
Total Cost			
Funding:			
PTA Donation to WPCSD* PTA	_____	_____	_____
payment to Vendors:	_____	_____	_____
	_____	_____	_____
Other Donors:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Total Funding			
Net Amount to be paid by WPCSD (Total Cost less Donations) Budget Code			
<u>A2110.457.XXX.XXXX</u>			
*PTA Donation to WPCSD for Board Approval _____			
Budget Increase _____		Budget Code _____	

Principal's Remarks

Approved

Not Approved

Signature: _____

Date : _____

Comments: _____

Superintendent's (or Designee's) Remarks

Approved

Not Approved

Signature: _____

Date : _____

Comments: _____

After final approval:

- Submit one copy to Transportation to secure bussing.
- Return one copy to Building for processing of requisition of admission and additional fees.
- Purchasing Director to provide trip details to insurance company.