 **OVERNIGHT FIELD TRIP REQUEST FORM**

**School**: Lincoln-West School of Science and Health **Principal**: Michelle Kirkwood-Hughes

**Date(s) of Trip: Class:**

**Destination(s):**

**Purpose of Trip:**

**Preferred Times of Travel:**

**Preferred Departure Time from School:** **Preferred Arrival Time at Destination:**

**Preferred Departure Time from Destination**: **Preferred Arrival Time at School:**

**Attendee Information:**

**Number of Adults:** **Number of Students:** **Number of Wheelchairs:**

**Transportation Requirements:**

**Number of CMSD Buses:** **Number of Charter Buses:**

**Requested By:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Approved by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher in Charge Signature Principal Signature *Please note: CMSD buses can be utilized between the hours of 8:30 am – 2pm. Students on CMSD buses must arrive back at school by 2pm. If the trip is scheduled outside of these hours the Transportation Department’s Field Trip and Athletic Trip Employee will solicit a vendor for quotes.*

**Travel Arrangements:**

**Name of Person/Company Arranging Travel Plans:**

**Contact Information:**

**Food and Lodging Provided by:**

**Address/Phone Number of Lodging:**

*Please note: If you have requested a Charter Bus for an over-night trip you are required to secure lodging for the motor coach driver. You must verify lodging before inputting the trip into Versatrans Trip Tracker.*

**Has driver lodging been secured?** **[ ] Yes** **[ ]  No**

**Network Leader Approval** *(required for all out-of-district and over-night trips):*

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ \_\_\_\_ *Please note: For insurance purposes schools should seek legal advice for swimming trips or trips that require high levels of physical activity*

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**THIS FORM IS FOR INTERNAL SCHOOL USE ONLY.**
**IT SHOULD NOT BE SUBMITTED TO THE TRANSPORTATION DEPARTMENT TO SECURE TRANSPORTATION.**
**TO SECURE TRANSPORTATION THE TRIP MUST BE INPUT INTO VERSATRANS TRIP TRACKER.**