



The Governor's School for the Arts

Request for Local or One-Day Field Trip

MUST BE SUBMITTED 10 DAYS PRIOR TO THE DATE OF THE FIELD TRIP.

Permission is requested for a field trip as described below:

Department Requesting the Trip:		
Name of Responsible Teacher:		
DATE OF TRIP	DEPARTURE TIME	RETURN TIME
Destination of the Trip:		
Number of Participants:		
Purpose of the Trip (Indicate How the Trip Relates to the Educational Program):		
Cost to be Paid by The Governor's School:		\$
Funding Source:		
Cost to be Paid by Students:		\$
Mode of Transportation: <input type="checkbox"/> School Bus <input type="checkbox"/> Commercial Bus <input type="checkbox"/> Automobile <input type="checkbox"/> Other (Specify)		
If by Bus, Give Name of Company:		
If by Automobile, Give Names and Phone Numbers of Adult Drivers:		
Department Chair's Signature:		
		Date:
Executive Director's Signature:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	
		Date: