



# The Governor's School for the Arts

## Request for Overnight 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:

<b>Department Requesting the Trip:</b>		
<b>Name of Responsible Teacher:</b>		
<b>DATE OF TRIP</b>	<b>DEPARTURE TIME</b>	<b>RETURN TIME</b>
<b>Destination of the Trip:</b>		
<b>Purpose of the Trip (Indicate How the Trip Relates to the Educational Program):</b>		
<b>Cost to be Paid by Students (Show Only the Total if Costs are Inclusive):</b>	\$	
<b>Number of Student Participants:</b>		
<b>Transportation:</b>	\$	
<b>Lodging:</b>	\$	
<b>Other:</b>	\$	
<b>Total Per Student:</b>	\$	
<b>What costs will not be Paid by Students and How Will They be Paid?</b>		
<b>Mode of Transportation:</b>		
<b>Name of Person in Charge of This Trip:</b>		
<b>Names of Adult Chaperones (THERE SHOULD BE AT LEAST ONE CHAPERON FOR EACH SIX STUDENTS):</b>		
<b>Name/s, Address/es, and Phone Number/s of Lodging/s (ATTACH AN ADDITIONAL SHEET IF NECESSARY):</b>		
<b>Itinerary (LIST EACH CITY ON THE TRIP WITH ARRIVAL AND DEPARTURE DATES AND TIMES. ATTACH A SEPARATE SHEET IF NEEDED.)</b>		
<b>Schedule of Activities (ATTACH A SEPARATE SHEET. MAY BE GENERAL AT TIME OF APPLICATION BUT MUST BE SPECIFIC NO LATER THAN SIX WEEKS PRIOR TO THE TRIP.)</b>		
<b>Department Chair's Signature:</b>		<b>Date:</b>
<b>Executive Director's Signature:</b>		<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <b>Date:</b>