

**REQUEST FOR EXTRACURRICULAR TRIP APPROVAL**

**Organization** \_\_\_\_\_

**Number of students and adults participating** \_\_\_\_\_

**Destination** \_\_\_\_\_

**Departure:** Date \_\_\_\_\_ Time \_\_\_\_\_ a.m.  
p.m.

**Return:** Date \_\_\_\_\_ Time \_\_\_\_\_ a.m.  
p.m.

**Method of transportation requested** \_\_\_\_\_

**Purpose of trip:**

\_\_\_\_\_  
**Sponsor (faculty member in charge)**

\_\_\_\_\_  
**Date of request**

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**Principal/Supervisor** \_\_\_\_\_

**Superintendent** \_\_\_\_\_

**Approved**  
**Disapproved**

**Remarks:**

If the method of transportation requested is a school bus, approval is contingent upon the availability of a school bus and a driver.  
The transportation department will notify the principal or designee if a bus and a driver are available.