

FIELD TRIP REQUESTS...

Field trip request forms must be completed and signed by the Chief School Administrator in order to be placed on the Board of Education agenda for approval. Please attempt to have them prepared as early in the year as possible.

When completing form:

- Fill out all information on request form
 - Departure time – time bus will pick up at WHES
 - Return time – please enter time bus should pick up from trip
- Complete parent acknowledgement form (permission slips)
 - permission slips will be in teacher mailboxes 2-3 weeks prior to trip
 - all permission slips should be returned to office after trip

Approval is required for:

- a. All bus trips.
- b. All walking trips to buildings which are not owned by the school district.
- c. All picnics not held on school property.

Procedure for Requesting Field Trip Fees (when applicable):

- A request for field trip monies form must be completed for all field trips requiring a fee from students.
- Attach any supporting documentation (i.e. confirmation) and forward with field trip request forms to the Main Office.
- A purchase order will be processed by the Board Office and sent to the vendor as a confirmation of the trip. The Board Office will provide a copy of the purchase order to the District Office
- Payment will be made to the vendor based on the information provided on the request form.

WOODBURY HEIGHTS ELEMENTARY SCHOOL

100 Academy Avenue

Woodbury Heights, New Jersey 08097-1499

~ FIELD TRIP REQUEST ~

Teacher(s) in Charge: _____ Date of Request: _____

Subject or Activity / Grade: _____

Destination: _____

Date of Trip: _____ Departure Time: _____ AM / PM Return Time: _____ AM / PM

Latest Time Acceptable for Departure to Destination: _____ AM / PM Number of Students Attending: _____

Appropriate Dress: _____

Name(s) of Chaperone(s): _____

Lunch Arrangements: _____

Means of Transportation: _____

Cost Per Student: \$ _____ Cost Per Adult: \$ _____

How will this trip be an integral part of the classwork and curriculum?

Additional Comments:

FOR OFFICE USE ONLY

Approved: _____ Date: _____
Chief School Administrator

Board Approval Date: _____

ADDITIONAL COMMENTS:

Request for Field Trip Monies

Date of Request _____ Teacher _____

Date of Field Trip _____

Trip Location _____

of students _____ Cost per Student _____ Total _____

of chaperones _____ Cost per Chaperone _____ Total _____

of free admissions (if applicable) _____

Total Cost of trip _____

Deposit required _____ Date required _____
(deposit will be mailed)

Balance Due _____ Date due _____

Mail check for balance due or Teacher will take check
(please circle one)

Miscellaneous notes:

WOODBURY HEIGHTS ELEMENTARY SCHOOL

FIELD TRIP - PARENT ACKNOWLEDGEMENT

Dear Parent/Guardian:

This notice is to inform you of date, time and place of your child's next Field Trip. As acknowledgement of this information, please sign and return the bottom portion of this form.

FIELD TRIP TO:

PLACE:

DATE:

GRADE:

DRESS:

LUNCH:

TIME LEAVING:

TIME RETURNING:

OTHER:

It is expected that all students will follow, without exception, all rules, procedures and directions of the Chaperones. Every effort will be made to ensure that students have an enjoyable and safe educational learning experience on this trip.

(PLEASE SIGN BELOW AND RETURN BY:)

(Date)

Student's Name

Grade/Teacher

I acknowledge that my child will be attending the following Field Trip:

_____ on _____

Please check (x) below if your child:

___ Requires medication

___ Has allergies

___ Other (please explain): _____

Parent's Signature

Date

Emergency Telephone Number

Emergency Telephone Number