**MOREHOUSE PARISH SCHOOL BOARD**

**Request for Approval for Educational Field Trip**

**Circle the Funding Source/s: Student Fees General Fund**

**School Fund: Circle the source of school fund: Clubs Cheerleader Athletics**

This request should be submitted at least 3 weeks prior to the event and contain the signature of the principal indicating approval. Also, travel arrangements must be made through the school principal including obtaining a bus and a bus driver if required.

School: Teachers (list all participating):

Subject: Grades Involved:

IEP objective to be addressed: (if applicable)

LSS/GLE’s addressed:

Brief Trip Description

Destinations (✰All places are to be designated and purpose noted):

Date of Event: Departure Time: \_\_\_\_\_\_\_\_\_\_\_ Return Time: \_\_\_\_\_\_\_\_\_\_\_

Total Number of Hours: \_\_\_\_\_ Number of Students Participating: Number of chaperones:

**Expenses Involved:** Must be stated exactly. The expense list must include costs of bus driver and estimated mileage, along with admission fees or food/lunches if needed. **Cost of food/lunches will be** **approved only if there is a purpose in purchasing the lunch which must be stated in the above objectives.** With advanced notice, the school cafeteria will prepare a sack lunch when students will be away during the lunch period.

***If a check needs to be cut prior to the event, indicate with an \* in the appropriate column and write to whom the check is to be written.***

| **Need**  **Check** | **How**  **Many?** | **Expenses** | **Issue Check To:** | **Exact**  **Amount** |
| --- | --- | --- | --- | --- |
| N/A |  | Bus Driver | N/A | $ |
| N/A |  | Estimated Miles x .58 | N/A |  |
|  |  | Admissions Cost  Students @ $ |  |  |
|  |  | Food (See Above Requirements) |  |  |
|  |  |  | **TOTAL COST:** | $ |

**Principal Signature: Date:**

| **Approved as submitted.**  **This request is approved as amended.**  **This is not approved for the following reason(s).**  **Special Services Supervisor Signature: (if applicable) Date:**  **Curriculum/Instruction Supervisor Signature: Date:**  **Transportation Supervisor Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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**NOTE:**

All receipts must be returned to the office within **48 hours** of the field trip. **(Those failing to comply will forfeit their rights to field trips for the remainder of the school year.)**

**Revised April 7, 2022**