

Excursion Request Form

2016/2017

Today's Date: _____ Requestor: _____

Date of Excursion: _____ Departure Time: _____ Return Time: _____

Destination/Address: _____

Phone Number: _____

Number of students attending and from which classes: _____

Names of adults attending w/ Emergency Contact #s: _____

What arrangements have been made for students not attending? _____

Transportation to be used (Please check one) Bus cost is \$144 each

DPS Bus (how many? 48/BUS) ____ Charter Bus CEC Van/Suburban How many vans? ____ RTD (10 pack/\$11) Walk

TOTAL COST OF EXCURSION: (Transportation cost, sack lunch cost, entry ticket cost, miscellaneous cost \times # students who are attending)

Transportation: _____
+ Lunch: _____
+ Entry Ticket: _____
+ Miscellaneous Costs: _____
= _____

X Number of students: _____

TOTAL: _____

SECTION 2: Steps 1 – 4 should be completed 3 weeks prior

	<u>WHO</u>	<u>WHERE</u>	<u>WHY</u>
1)	Meryl Martinez	Main Office	To confirm there is money in your budget – Initials _____
2)	Marcee	201A	To check dates, calendar, organize transportation – Initials _____
3)	Silvia	Main office	To fill out leave form (approval needed by principal) and book sub, if needed – Initials _____
4)	Tess	Main Office	Verify that students on health plans have what they need while out of the building – Initials _____
5)	Maritza	Lunch room	To verify how many sack lunches are needed and how many students will be out of the building during lunch (please attach confirming email/written documentation to this form)
6)	Marcee	201A	To confirm that everything has been completed and approved and confirm that all staff members have been notified via email – Initials _____
7)	Julie	Main Office	To submit attendance before leaving via IC blank spreadsheet report – Initials _____