

FIELD TRIP FORM

1. Our class is planning a field trip to _____

to enrich _____ (subject).

2. Transportation will be by _____

3. The cost for each pupil will be _____

4. The distance to travel is _____ (Miles).

5. The time taken will be _____, ending _____

(Dates)

Submitted by _____ (Teacher's Signature)

Signed _____
(School Board Chairman or Head Teacher)

- ✓ **Prepare in triplicate:**
 - 1 - For School Board Chairman
 - 1 - For Teacher
 - 1 - For Conference Office of Education

- ✓ **Send this form at least two weeks in advance to:**
 - Office of Education
 - Mountain View Conference
 - 1400 Liberty Street
 - Parkersburg, WV 26101

- ✓ **ALL overnight trips must be approved by the Superintendent of Schools.**
(Signed copy will be returned to Teacher.)

Superintendent of Schools Date