

**ROYAL SCHOOL DISTRICT NO. 160**  
**Field Trip Authorization Request**

**Instructions:**

Refer to District Field Trip Policy/Procedure (#2320),  
Complete form at least 3 weeks prior to field trip,  
Upon initial principal approval:  
Principal will contact Transportation Director immediately.  
Attach itinerary with roster (noting lunches needed),  
Transportation Director will include all applicable parties.

Request submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

**Field Trip Details:**

**Leave:** Date \_\_\_\_\_ Time: \_\_\_\_\_ **Return:** Date \_\_\_\_\_ Time: \_\_\_\_\_

Destination/address: \_\_\_\_\_

Class/group attending: \_\_\_\_\_ Number of students: \_\_\_\_\_

Name of supervising teacher: \_\_\_\_\_

Name(s) of additional chaperone(s): \_\_\_\_\_

Type of activity: \_\_\_\_\_

Subject/unit trip correlates with: \_\_\_\_\_

Objectives to be gained from the trip: \_\_\_\_\_

**Transportation:**  District Vehicle  Other: \_\_\_\_\_

Vehicles needed:  Buses - Number Needed: \_\_\_\_\_ Storage Needed:  Yes  No

Yukon\* Driver: \_\_\_\_\_ Mileage: \_\_\_\_\_

Suburban\* Driver: \_\_\_\_\_ Mileage: \_\_\_\_\_

\*Arrange for keys 2 days before trip

Number of passengers including staff: \_\_\_\_\_ Account code: \_\_\_\_\_

Load at:  High School  Middle School  Red Rock  Music Room  Other: \_\_\_\_\_

If overnight, where will bus drivers be staying? \_\_\_\_\_

*NOTE: Call Transportation Supervisor (1) one week prior to trip to ensure transportation is scheduled.*

**Meals** Required?  Yes  No IF YES,

*NOTE: Attach class roster; mark students who need a "school" SACK LUNCH.  
(Students marked will be charged for the lunch, without exception.)*

Parent notification has been completed.

\_\_\_\_\_  
Principal's Signature Date

\_\_\_\_\_  
Food Service Supervisor's Signature Date

\_\_\_\_\_  
Transportation Supervisor's Signature Date

\_\_\_\_\_  
School Nurse's Signature Date

\_\_\_\_\_  
Superintendent's or Business Manager's Signature Date

**Principal:** Ensure that all signatures are obtained.  
Please notify: Transportation, Nurse, Food Service — if Field Trip is cancelled.