

**SOUTH AMBOY SCHOOL DISTRICT
FIELD/CO-CURRICULAR TRIP REQUEST**

Rev. 11/2/2022

All requests must be received by the Superintendent of Schools no later than a week before the regular Board Meeting and at least one month prior to the trip; otherwise the trip will be denied.

Date of Request: _____	Date of Trip: _____	
Trip to: _____		
Address: _____		
Staff Member(s) Requesting Trip: _____		
Grade(s) _____ Number of Students _____ Number of Chaperones _____		
Names of Chaperones: _____		
(use back of page for additional names)		
<u>Transportation Information:</u>		
Date: _____	Departure Time: _____ AM / PM (circle one)	Location: ELEM / MHS (circle one)
Date: _____	Pick-Up Time: _____ AM / PM (circle one)	Location: ELEM / MHS (circle one)
<u>Payment of Field Trip Expenses:</u>		
<i>In-District:</i> Cost of bus driver, cost of fuel, parking and tolls. Field Trip Coordinator MUST have sufficient funds for tolls and parking – Bus Driver is NOT responsible for these expenses. Request for parking/toll funds shall be submitted to Mr. Gary Kuhn, with <u>original</u> receipts, for reimbursement.		
<i>Out-of-District:</i> Cost of bus rental		
Trip to be Funded: Org. Fund Money _____ Fund Raiser* _____ Other* _____		
*All Funds MUST be turned over, within 24 hours of receipt, to Mr. Gary Kuhn, dropped in the safe drop box at the MHS		
<u>PRINCIPAL APPROVAL</u> I have reviewed, verified availability of funds, and approve the above field trip request.		
_____ Signature of Principal	_____ Date	

<i>In District Bus:</i> Bus Driver: _____ Cost of Bus: _____	<i>Contracted Bus:</i> Vendor: _____ Bus Size: _____ No. of Buses: _____ Cost of Bus: _____
Tolls/Parking: \$ _____ Total Trip Cost: \$ _____	
Transportation Approval: _____ (Signature)	Date: _____

SUPERINTENDENT OF SCHOOLS APPROVAL
____ Approved ____ Denied

Superintendent of Schools

Date

BOARD APPROVAL: ____ Approved ____ Denied Board Approval Date: _____

Copies to: _____ Gary Kuhn _____ Bus Driver _____ Field Trip Coordinator _____ Shayla DeJesus _____ Nicole Navarra