

**TRANSPORTATION FOR SCHOOL-RELATED TRIPS**

*West Sonoma County Union High School District*

**OVERNIGHT FIELD TRIP**

**(FORM B)**

For use in submitting requests to Board of Education: **\*\*Field Trip Request Forms A & B are also required (when appropriate)\*\***. Forms should be received by the Superintendent for Board approval a minimum of one month prior to field trip.

School:	Date of Request:
Requesting Teacher:	Program:
Purpose of trip:	
Mode of transportation:	Accommodations:

List key scheduled events or describe program (please attach other helpful information if readily available): \_\_\_\_\_.

**FIELD TRIP DATES & TIMES:**

TO destination-from:

Departure:	Date:	Time:
Arrival:	Date:	Time:

FROM destination-to:

Departure:	Date:	Time:
Arrival:	Date:	Time:

Number of school days off site (include fraction of day):	
Total number of students:	
Total number of chaperones: (21 years or older)	
Student/Chaperone ratio:	

**Names of chaperones** \_\_\_\_\_

Estimated total cost of field trip: \$ \_\_\_\_\_

Estimated total cost of trip per student: \$ \_\_\_\_\_

Funding per student by: Student/Parent \$ \_\_\_\_\_

District/School \$ \_\_\_\_\_

OTHER \$ \_\_\_\_\_

Describe any fundraisers: \_\_\_\_\_

Recommending administrator (trip adheres to existing district policy)

\_\_\_\_\_  
*Administrator's Signature*

\_\_\_\_\_  
 Date

**Board approved:** \_\_\_\_\_