

To: Dr. Denean Adams
From: Roxie Thomas
Date: October 2, 2013
Re: Request for Field Trip

In accordance with Harvey School District #152 field trip guidelines and procedures, Whittier School is requesting to take an educational field trip to the County Line Orchard in Hobart, Indiana on Tuesday, October 29th. However, School Board approval is needed. See the attached field trip request attached for more specific information.

Thank you in advance for your assistance in this matter.

REQUEST FOR EDUCATIONAL FIELD TRIP

Whittier School K Grade Baker/Askins Teacher
County Line Orchard Destination 10-29-13 Date of Trip
Purpose of Trip To learn the life cycle of apples and pumpkins,
Method of Transportation how honey is made, and the workings of an Orchard.
ALLTOWN BUS
Name of Bus Company or Railroad ALLTOWN
Names of mothers helping 2-3 Chaperones per class

Number of students in group 31
Approximate cost per child \$15.00

Parents must be informed as to details and signed permission slips are require. Teachers should work closely with P.T.A. room mothers.

Transportation must be on chartered and/or schedules buses or railroads. There must be no use made of private automobiles, i.e., placing a student in an automobile other than his parent's.

Date submitted 10-13

Leri Baker

Teacher's Signature

Date approved 10/13

Loie Thomas

Principal's Signature

Submit 2 copies - one will be returned to you.