

# Field Trip Request Form

The principal must sign this form at least one month in advance of the proposed field trip.

Person requesting field trip: Patty Knight Request date: 1/10/25  
Date of trip: 4/4-4/6/25 Grade level: 10  
Field trip name: Spanish Mini Weekend Field trip location: Bemodji, CLV  
Time leaving school: 4:00pm Time returning to school: Done on Sunday  
April 6th  
by 11:00 AM

Cost of field trip: 0 Cost of transportation: ? School provided van  
paid by Spanish Club acct

# of students attending: 6 # of parent chaperones: 1 plus Mrs. Knight

Please specify any student(s) with special needs:

Sora Beverly will be picked up earlier  
by mother to attend volleyball event out of town

Will any paras be needed to help with those students: NO

If so, how many? 0

Purpose and educational value:

Spanish Language + culture  
learning

Staff Member: Patty Knight Date: 1/10/25

Principal: Jill Yeabery Date: 1/13/25



PLEASE COMPLETE THE FOLLOWING CHECKLIST AT LEAST TWO WEEK'S PRIOR TO THE DAY OF YOUR PROPOSED FIELD TRIP AND TURN IN TO THE BUILDING PRINCIPAL.

1. Not yet I have completed the van/bus request form and submitted it to my building principal. *will do in March*
2. ~~\_\_\_\_\_~~ I have informed the school secretary of the scheduled field trip at least **two weeks** in advance. *Not during school hours*
3. ~~\_\_\_\_\_~~ I have informed the food service director of the scheduled trip at least **two weeks** in advance.
4. ~~\_\_\_\_\_~~ I have informed specialist classroom teachers of the scheduled trip at least two weeks in advance.
5. \_\_\_\_\_ All student permission slips are accounted for and turned in to the office.
6. ~~\_\_\_\_\_~~ If money was collected from students for this field trip, it has been turned in to the school secretary.
7. ~~\_\_\_\_\_~~ The purchase order has been completed and turned in to the building principal.
8. \_\_\_\_\_ I have checked with Sandy Munson regarding any student health needs.
9. \_\_\_\_\_ Students that are being transported by a parent in a private vehicle have provided written notice to the classroom teacher. Parents can only transport their own child(ren). *Need a note for Sora Banerly who will leave camp early for a Volleyball Tournament. She will be picked up by Mom*
10. ~~\_\_\_\_\_~~ I have chaperones lined up and have informed them of the departure time.

*\*Please review behavior expectations with all students and chaperones prior to the field trip!*

*Patty Kriz*  
Teacher Signature

10  
Grade Level

1/13/25  
Today's Date