

Rec 9/4/12

## Bus Reservation Form

Today's Date: 9-4

Field Trip Date: 9-12

Destination: Courtyard by Marriott Journal Center

Purpose of Field Trip: To meet with Herb Jones Artist

Departure Time from School: 12:45

Departure Time from Destination: 3:10

Arrival Time to School: 3:25

Will you be at this location the entire time? Y/N

Number of students: 7 Grade Level(s): 11-12

Number of Adults: 1 (You must have one sponsor for every 10 students.)

**\*\*There must be a 10 business day lead time to order a bus for field trips and events. Please note that this lead time is after all of the required signatures have been obtained.**

**\*\*Please attach a list of student names (including grade) to this form, and return them to the office front desk.**

Head Sponsor Signature [Signature]

Coordinator Signature [Signature]

Director of Studies [Signature]