

Rec 4/2

Bus Reservation Form

Today's Date: 4/2/13

Field Trip Date: 4/18/13

Destination: Los Ranchos 2km.

Purpose of Field Trip: Helping Hands Project w/ 5th Graders

Departure Time from School: 11:10

Departure Time from Destination: 1:10

Arrival Time to School: 1:20

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

Number of students: 30 Grade Level(s): 4th-12th

Number of Adults: 3 (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 Paul Smith

Coordinator Signature [Signature]

Director of Studies [Signature]