

Field Trip & Bus Reservation Form

Rec 10/29

Today's Date: 10/22/13

Field Trip Date: 11/18/13

Destination: Joy Junction
4500 2nd St. SW, 87105

Date on Prep Calendar? (FOA use)

Purpose of Field Trip: Community Service

Are buses needed? (circle one) Yes or No

If no, have you completed faculty driver permission form and given it to HR Manager? Yes or No
(See Front Desk for form.)

Have you given students permission forms (online or at Front Office) for parents to sign? Yes or No

Departure Time from School: 10³⁰

Departure Time from Destination: 1³⁰

Arrival Time to School: 2⁰⁰

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

From where would you like the bus to depart?

Circle one: WG FH PAC El Paraiso (OLP) El Paraiso (Tennis Courts)
(8:00am departures should leave from El Paraiso.)

Where do you want the bus to return?

Circle one: WG FH PAC El Paraiso (OLP) El Paraiso (Tennis Courts)
(3:30pm returns should park on El Paraiso.)

Number of Students: 20 Grade Level(s): 6th - 8th

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 Front Office Assistant.

On the date of the fieldtrip, a list of students physically attending should be provided to the attendance with the Front Office prior to departure.

Head Sponsor Signature [Signature] Cell #: 453-0719

Dean of Students for Grade(s) Involved [Signature]

Assistant Head for Academics [Signature]

Assistant Head for Student Life [Signature]