

Field Trip & Bus Reservation Form

Today's Date: 2/7

Field Trip Date: 2/21

Destination: KSK Buddhist Stupa

Purpose of Field Trip: Philosophy lecture

Are buses needed? (circle one) Yes or No

If no, have you completed Faculty Driver Permission form & given it to Cindy? Yes or No

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

Departure Time from School: 8:50

Departure Time from Destination: 12:45

Arrival Time to School: 1:30 - 1:45

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)
(8:00 am 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)
(3:00 pm returns should park on El Paraiso.)

Number of Students: 20 Grade Level(s): 12th

Number of Adults: 2 (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, notify the Front Office of any attendance changes.

Sponsor Signature Thomas Gentry-Funk Cell #: 301-7394 Date 2/7/14

Dean(s) of Grade(s) Involved [Signature] Date 2/7/14

Assistant Head for Academics [Signature] Date _____

Assistant Head for Student Life Joyce Whelchel Date 2/7/14

Date Laurie Received: <u>2/10</u>
Date on Calendar: _____