



# Blackhawk School District

## Field Trip Request

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*Please forward a hard copy of this document to your building principal.*

Name of Lead Sponsoring Teacher: \_\_\_\_\_ Date request submitted: \_\_\_\_\_

Date(s) of Field Trip: \_\_\_\_\_ Title of Field Trip: \_\_\_\_\_

Names of other Teachers in attendance: \_\_\_\_\_

Group or class: \_\_\_\_\_ School: \_\_\_\_\_ Duration of Trip: \_\_\_\_\_

Location of Trip: \_\_\_\_\_ Number of Students involved: \_\_\_\_\_

Substitute required:      YES      NO      Number of days of substitute time: \_\_\_\_\_

Bus costs: \_\_\_\_\_ Private cars (whose): \_\_\_\_\_

Financial support promised from other agencies (Student Council, PTO, etc.): \_\_\_\_\_

Other expenses: \_\_\_\_\_

Expenses are budgeted

Expenses collected from students

Expenses collected from other

Statement of educational value:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Lead Sponsoring Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Building Principal/Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Building office: Please forward this document to the Superintendent's Secretary at District Office.**