



**LEWIS CENTER FOR EDUCATIONAL RESEARCH
FIELD TRIP REQUEST FORM**

Office use only
Date/Time submitted: 5-10-18
Initials: [Signature]
Transportation Booked:
Initials:
Calendared:
Initials:

AAE NSLA

Date Submitted: May 8, 2018

Requested by: 6th Grade Team

Destination: Town of Apple Valley pool Phone: ext. 374

Date(s) of trip: May 31, 2018 Thursday Grade Level 6th grade

School departure time: 11:30 AM Destination arrival time: 11:45 AM

Destination departure time: 2:15 School Return Time: 2:30

Overnight/Out-of-State stay: YES NO Water activities involved: YES NO

Number of students: 100 adults: 5 Admission students: no adults: no

Transportation

(circle one)
Bus requested? YES NO Bus company name: Ebymeyer
Private Vehicle Used? YES NO Bus company contact name: Melissa Brinson
Proper Insurance Coverage? YES NO Other Transportation: _____
LCER Approved Driver? YES NO ASB or Club Sponsored? (Paid by Club) YES NO
PTC sponsored? (Paid by PTC) YES NO Name of Club _____

Brief Description of Educational Benefit to be Derived From this Activity:

End of the year pool party. Pool closed at science camp.

I have followed the checklist prior to submitting this form

[Signature]
Teacher Signature

Principal Signature: [Signature]

Funding Code: _____ Date: 5/11/18

BOARD APPROVAL REQUIRED FOR OVERNIGHT/OUT-OF-STATE STAYS and WATER ACTIVITIES
A DETAILED ITINERARY MUST BE INCLUDED FOR EACH FIELD TRIP
THREE MONTHS PRIOR BOARD APPROVAL FOR OUT OF THE COUNTRY TRIPS