

For the Bus Request: CHECK LIST
Step 1 – Email Bus Co. the Quote Form _____
Step 2 – Submit this Approval Form to Kelly _____
Step 3 - Once Approved, Email: Quote form to Bus Co.
Step 4 – Send Student Listing to all Staff _____

Step 2: Approval Form

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***PLEASE EMAIL THE BUS QUOTE FORM AND CONFIRM YOUR REQUEST!!!!**

SOUHEGAN HIGH SCHOOL
FIELD TRIP APPROVAL FORM

To the Faculty: All field trips are to be planned well in advance of the trip departure date. If a bus is necessary, **you are responsible for determining the cost and availability by emailing the bus quote request form to: vverrall@butlersbus1.onmicrosoft.com** **DO NOT actually book a bus until after the field trip is approved.** In addition, you are responsible for notifying Student Services and teachers of the students who will be on the trip. One day before the trip, confirm arrangements with the bus company via email.

School: _____ Today's Date: _____

Depart Date: _____ Depart Time: _____

Return Date: _____ Return Time: _____

Rain Date: _____ Trip Coordinator: _____

of Students: _____

Destination: Place: _____ Town & State: _____

Contact Phone(s): _____

Class/Group Participating: _____

Purpose of Trip: _____

How will you travel? _____ # of buses needed: _____

Who is chaperoning? _____

Budget Information: Per student cost: _____ Total cost: _____

Was trip budgeted? _____

If not, how is it to be funded? _____

Any payment or service to be received by the faculty member or family in connection with this trip? _____

If not Souhegan High School, give the name and address of the organization sponsoring this trip:

(Please enclose descriptive literature about the organization and the planned trip.)

Approved _____

Not Approved _____

Signature: _____

Trip Coordinator

Dean of Students

Date

