



**Jackie Cupples, Youth Development Specialist**  
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# FIELD TRIP REQUEST FORM

School:	Today's date:
Person requesting the trip:	
Destination:	Date of trip:
Number of adults:	Number of students*:
Bus departure time:	Bus return time:
Time frame at destination:	
<input type="checkbox"/> One way <input type="checkbox"/> Round trip	If round trip, bus to stay with group for the return? <input type="checkbox"/> yes <input type="checkbox"/> no
Special Instructions:	
Account number(s) to be charged and percentage to be charged to each account	
Account Number	%

**\* One bus can accommodate approximately 67 kids and 2 adults**