



Trip / Special Event Request Form

The Administration must approve this request at least two weeks in advance of the planned activity. Please utilize check list on reverse side. When planning an all day or extended field trip, it is important to check with the bus company for availability of buses before you make reservations or purchase tickets.

Name of School: Union Grove Elementary School

Date(s) of Trip: _____ SUN – M – T – W – TH – F – SAT

Person(s) in Charge: _____ Phone/Fax Number: _____

Grade Level & Activity: _____

Number of Teachers: _____ Number of Students: _____ Number of Chaperones: _____

Loading Point: _____

Departure time: _____ am / pm Return Time to School: _____ am / pm
(Bus will arrive 5 minutes prior to departure time)

Number of Buses: _____ When calculating number of buses, 65 means 3 to a seat.

Destination 1: _____

Destination 2: _____

Destination 1 Address: _____

Destination 2 Address: _____

Are Maps Available? Yes _____ No _____

Do You Require the Driver to Stay with the Group? Yes _____ No _____

May the Driver Leave for Meals? Yes _____ No _____

Was the restaurant called for reservation? Yes _____ No _____

Where can the Bus(s) Park? _____

Any students with special needs? _____ Staff responsible for Medications: _____

Cost per student:\$ _____ Total Cost:\$ _____ (Must inform bookkeeper in advance of payment/check requirements)

Cell Phone # for contact person on field trip: _____ (Must be **ON** at all times)

In order to reserve a bus ALL requests must be in writing. Any subsequent changes must be in writing. A bus will not be reserved unless a written request is received & signed. This will help eliminate any errors. Thank you!

Estimated Quote \$ _____ Per bus

Person Authorizing Trip Request

Dousman Transport Representative
(262) 878-1101 or Fax (262) 878-0730

Administration Signature: _____ Date: _____



YOU MUST COMPLETE THE FOLLOWING WHEN SCHEDULING A SPECIAL EVENT OR FIELD TRIP:

- _____ Consult Master Calendar in office to avoid any conflicts.
- _____ Check Facilities Calendar with Carol Peterson in the office to avoid any conflicts.
- _____ Notify kitchen staff if your event (or trip) will eliminate or alter lunch times for those participating.
- _____ Arrange for bussing using the proper form through Cathy Spiegelhoff. **All requests must be in writing.**
- _____ Notify P.E. teachers if a gym is required.
- _____ Notify all Specials teachers (Art, Gym, Music, etc.) via email of event/trip.
- _____ Consult with custodial staff regarding tables, chairs, special lighting requests, portable screens or any other such requirements.
- _____ Advertise event in the Daily Express and/or Pony Express. This not only publicizes your event but alerts any affected parties.
- _____ Check with the office regarding students participating with special needs such as taking medicine on schedule, inhalers, etc. Designate staff member who will be responsible for this while on the trip or during the activity (collect and distribute meds/inhaler).
- _____ Other _____

Special Event Request

A special event takes place on school grounds and includes but is not limited to assemblies, speakers, and lunches (season-concluding pizza parties, incentives, etc.). Administrative approval is required for any special event.

Requested by _____

Date of Event _____ Start Time _____ End Time _____

Description of Event _____

Sponsor of Event _____ Location _____
(Name, Grade, Group)

Cost(s) _____

Who will be attending event? (Grades, Community, etc.) _____

Comments: