

**Otsego Northern Catskills BOCES
Field Trip Request Form**

Teacher: _____ Building: _____ Date Submitted: _____ Date of Planned Trip: _____

Destination: _____

Depart School _____ Arrive at Destination: _____

Depart Destination: _____ Return to School: _____

Expected Outcomes:

Planned Pre-Trip Activities:

Planned Post-Trip Activities:

Number of Students Taking Trip: _____ Number of Adults Taking Trip: _____

Estimated Reimbursement for Meals/Travel: _____

Bus/Vehicle(s) Required; Special Needs: _____

Submit a maintenance request to prepare BOCES vehicle(s), gas, etc. if necessary.

Driver Needed: Yes: _____ No: _____

Transportation Provided by: _____

Budget Code/club account: _____

Purchase Order request submitted for (amount): _____

Transportation Approval: _____ Date: _____

Supervisor Approval: _____ Date: _____

Directors of Student Services: _____ Date: _____

Deputy Superintendent: _____ Date: _____

Board Approval: _____ Date: _____

*Approval is conditional on the teacher fulfilling the pre-trip conditions listed on the attached pages. If applicable, the teacher secures occasional driver status prior to trip departure; safe road conditions suited for van travel to/from the destination.