

**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: _____

Estimate Reimbursement for Meals/Travel: _____

Bus/Vehicle(s) Required; Special Needs:

Submit 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's approval: _____ Date: _____

Director/Asst. Superintendent Approval: _____ Date: _____

Board Approval: _____ Date: _____

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