



Local Fieldtrip Request (50 miles or less)
2017-2018 School Year ~ Submit Completed Form to Tamara Etterling

Teacher(s) Requesting:

Proposed Activity or Event:

Grade/Class/Group:

Destination(s):

Date(s) of Trip:

Departure Time from NHMS:

Arrival Time Back to School:

Number of Instructional Days Lost:

Students:

Please list Chaperone Names if Applicable:

Funding Method:

Amount Paid by Each Student:

How will your team meet the need of financial Assistance?

Standards Emphasized Instructional Plan:

Checklist for Fieldtrip Coordinator:

- _____ Obtain Bus Requisition Form.
- _____ Email ALL NHMS faculty and staff about the trip at least 3 weeks in advance for instructional planning purposes.
- _____ Complete Request for Sack Lunch Form and submit to Renee Goss at least 2 weeks in advance of trip.
- _____ Contact School Nurse Christie Lester for Medical Needs.
- _____ Send Jamie Buffington a list of students attending field trip with date and times of the trip.
- _____ Secure Trash Bags, etc...from custodial staff.
- _____ Organize Class Rosters and Emergency Contacts with Permission Forms prior to leaving NHMS.