



OIL CITY AREA SCHOOL DISTRICT

Excellence in Education

825 Grandview Road Oil City, PA 16301 Phone:814-676-1867

FIELD TRIP REQUEST FORM

Note: Please complete both sides of this form.

Individual completing this form: _____

I acknowledge that a separate transportation request form MUST be completed for any field trip being requested, unless use of school vans is planned. Initials _____

Club, Class, or Group requesting permission to take this field trip:

School: _____

Destination: _____

Number of Students: _____

Name of Advisor(s), Teacher(s), or Sponsor(s) who will accompany the students on the field trip:

Building Principal Signature (Required)

Superintendent Signature

List the names of all chaperones and indicate whether they are teachers, parents, or other individuals:

Is this trip overnight?

Will you be traveling outside of Pennsylvania?

Day(s) of week and date(s) of the proposed field trip:

Day 1: _____

Date: _____

Day 2: _____

Date: _____

Day 3: _____

Date: _____

Day 4: _____

Date: _____

Day 5: _____

Date: _____

Day 6: _____

Date: _____



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What costs are associated with the field trip, and how will the field trip be funded?

▶▶ On an attached sheet, please:

1. Identify all costs associated with the field trip, including costs of transportation, meals, lodging (if applicable), admission fees, etc.
2. Specify how you intend to fund the field trip (i.e., club or group funds, past or additional fundraisers, assessing each student an amount of \$_____, or a combination of these, etc.)
3. Are you requesting that any of the costs be paid by the school district? Yes
 No

What is the intended mode of transportation?

- School bus(es) *If the field trip is approved, all requests for buses and/or vans must be submitted to the Business Office.*
- Bus Company van(s)
- School vans (coordinated through Laura Barber)
- Other (please specify): _____

▶▶ Please attach a detailed itinerary for the proposed field trip. This itinerary should include at least:

1. The time and site of departure from Oil City and the estimated time of return to that site.
2. A listing of the attractions, sites, and activities the students will enjoy. Please accompany the listing with an estimate of the amount of time to be spent at each site/attraction.
3. Phone number(s) at which you can be reached in case of an emergency.

NOTE: Submit your requests well in advance of the proposed field trip. Requests for field trips are to be submitted one week prior to the work session meeting, which is held on the third Monday of each month. The dates for the field trip must be after the date of the regularly scheduled business meeting, which is held on the fourth Monday of the month.

Please assure that parental permission is obtained and prepare procedures for the field trip activities which ensure the safety and well-being of students.