

OVERNIGHT FT

Millburn School District 24

FIELD TRIP REQUEST

Today's Date: APR. 20

Homeroom(s): 6TH, 7TH

Date of Trip: MAY 31, JUNE 1 # of Passengers: 55

Is a wheelchair accessible bus needed? YES ☒ NO

Destination: CRIVITZ WISCONSIN

Address, City, State: W14073 COUNTY RD. C  
SILVER CLIFF, WISCONSIN 54104

LEAVE TIME: (no earlier than 9:00 a.m.) 6:00 AM MAY 31

RETURN TIME: (no later than 2:30 p.m.) 7:00 PM JUNE 1

NOTE: If you are a specials teacher and will need a sub to cover classes in your absence, enter request into the AESOP system.

Educational Purpose of the Field Trip (tie into objectives):

LEADERSHIP RAFTING TRIP  
EXPOSE STUDENTS TO THE LIFELONG  
ACTIVITY OF RAFTING. STUDENTS  
WILL ALSO PARTICIPATE IN LEADERSHIP  
AND TEAMBUILDING.

Teacher submitting request (print) DAN JAZO

Principal Approval [Signature]

FIELD TRIP COSTS

*DEPENDENT ON COST, WE*  
Transportation Calculation:

\$2.50 per mile per bus to and from location  
+ \$17.00 per hour per driver while bus is parked. *MAX USE*

Round Trip Miles 370 X \$2.50 per mile = \$\_\_\_\_\_

Wait Time Hours \_\_\_\_\_ X \$17.00 per hour = \$\_\_\_\_\_  
*OISEN plus TRANS.*

Total Transportation costs per student \$\_\_\_\_\_  
plus

Charge per student for field trip \$\_\_\_\_\_  
equals

TOTAL PARENTS ARE PAYING \$\_\_\_\_\_

Is PTO Curriculum Enhancement Money being requested for this trip? YES ☒ NO

For Office Use \_\_\_\_\_

Transportation Coordinator has:  
• Checked availability of bus(es) and driver(s)  
• Verified Transportation Charge listed above

Number of buses: \_\_\_\_\_

Trans Coord Initials \_\_\_\_\_

Millburn School District 24  
FIELD TRIP – PARENT NOTICE

Principal Approved [Signature]

Today's Date: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher(s): \_\_\_\_\_

Destination, City, State \_\_\_\_\_

Educational Purpose of the Field Trip (tie into objectives):  
\_\_\_\_\_  
\_\_\_\_\_

LEAVE: \_\_\_\_\_ RETURN: \_\_\_\_\_ Cost to student: \$ \_\_\_\_\_

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PARENT/GUARDIAN PERMISSION FOR FIELD TRIP

Please complete and return this slip to school immediately. Parent signature indicates awareness of the planned trip and responsibility for student's share of cost and school-to-home transportation where applicable.

Student's Name \_\_\_\_\_

Check here if you are available to chaperone this trip [ ]

Parents – you will be notified by the teacher if you have been designated as a chaperone for this trip.  
Please review "Responsibilities of Field Trip Chaperones" in the online Parent-Student Handbook.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_