

# PORTSMOUTH HIGH SCHOOL FIELD TRIP REQUEST FORM

**This form is to be submitted to the principal's office at least two weeks prior to the event.  
Please complete the following:**

Person making the request \_\_\_\_\_ Classroom Phone # \_\_\_\_\_  
 Person supervising the Trip \_\_\_\_\_ Dept. \_\_\_\_\_  
 Trip description: \_\_\_\_\_  
 # of Substitutes needed \_\_\_\_\_ Blocks: 1      2      3      4  
 Special instructions (i.e., route stops, wheelchair, equipment space, etc.) \_\_\_\_\_  
 \_\_\_\_\_

# of students \_\_\_\_\_ # of adults \_\_\_\_\_ Trip Date \_\_\_\_\_  
 Pick up location \_\_\_\_\_ P/U Time \_\_\_\_\_ am/pm  
 Destination (Address) \_\_\_\_\_ Arrival Destination \_\_\_\_\_ am/pm  
 Depart from Destination \_\_\_\_\_ am/pm Return to high school \_\_\_\_\_ am/pm

**Rationale:**

*Objectives: (What is the main purpose? What do you expect to achieve during the field Trip?)* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Instructional Preparation: (What class work will you do to prepare student for the field trip?)* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Follow-up Plan: (What classroom activities will you do when you return from the field trip?)* \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Transportation by:** Chartered/School Bus \_\_\_\_\_ Public Carrier \_\_\_\_\_ Private Auto \* \_\_\_\_\_

**Source of funding (Please Check One)**

Individual Student Pays \_\_\_\_\_ Sponsoring Dept. Pays \_\_\_\_\_ Fundraising Pays \*\* \_\_\_\_\_

\* The principal's secretary will arrange use of chartered bus. The use of private autos is to be used in only special circumstances and must adhere to a specific set of expectations. Teacher/advisor will collect money for all costs associated with the trip with the exception of personal spending money. All funds must be deposited with the principal's secretary at least 48 hours in advance of the trip. A check or checks will be issued for all trip costs. Bus invoices will be paid from funds collected by the principal's secretary.

\*\* If fundraising is to be used to pay for this activity, a fundraising request form must also be completed.

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_