

Saydel Community School District Student Excursions Trip Request

Date: _____ Building: _____

Submitted By: _____ Destination: _____

Purpose of Trip: _____

How Will It Be Funded? _____

Fund Raising Activities Planned: _____

Provisions Made For Students In Need of Financial Assistance: _____

Manner By Which Director/Sponsor/Chaperone Costs Will Be Funded: _____

Day/Date/Time/Place of Departure: _____

Day/Date/Time/Place of Return: _____

Number of School Days Absent: _____

Number of Students _____ Number of Chaperones: _____

Mode of Transportation: _____

Housing Arrangements: _____

Estimated Cost:

	Per Person	Trip	Account #
Transportation *if using Saydel transportation, fill out District Bus/Van Request form			
Lodging			
Meals			
Chaperone/Volunteer			
Background Checks			
Miscellaneous			
TOTAL			

Information Supportive of and Reason for Request _____

Administrator's Signature

Date