

**ON ISLAND
FIELD TRIP REQUEST SHEET**

MUST BE IN 7 DAYS BEFORE

PLEASE COMPLETE

TEACHER/SPONSOR: _____

TODAY'S DATE: _____

PURPOSE OF TRIP: _____

DESTINATION: _____

ITINERARY: _____

DATE & TIME OF DEPARTURE: _____

DATE & TIME OF RETURN: _____

NAME(S) OF ADULT(S) TRAVELING: _____

NUMBER OF PASSENGERS (students & adults): _____

APPROVAL NEEDED IN THE ORDER INDICATED!!

1. Mr. Flynn _____ **Date** _____ **cc on file** _____

2. Mr. Hart _____ **Date** _____ **cc on file** _____

3. Teacher/Sponsor _____ **Date** _____ **cc on file** _____