## WALLED LAKE CONSOLIDATED SCHOOL DISTRICT
### REGULAR FIELD TRIP REQUEST FORM

**Traveling by:**
- [ ] WL School Bus
- [ ] Charter Bus
- [ ] Personal Vehicle
- [ ] Foot

(Attach Insurance Copy) (IFCB-R-17 kept w/school) (No Transportation)

**School ___________________________**  **Grade _________**  **Date(s) of Trip ________________________**

**Destination ________________________________________________________________________________**

**Time of Departure from School ___________________**  **Time of Return to School ___________________**

**Name(s) & Phone Number(s) of Staff Members Attending**

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**Total Participation __________**

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<tr>
<td># of Students</td>
<td># of Staff</td>
<td># of Chaperones</td>
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<td># of Instruments</td>
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(Ratio: El/5:1, MS/7:1, HS/8:1)

- Indicate educational merits of this field trip and how it relates to your classroom instruction:

- Have you made necessary arrangements with authorities at your destination?  Yes ___  Does Not Apply ___
- Have you notified cafeteria and itinerant staff of the date of your trip?  Yes ____  Does Not Apply ____
- Indicate account number for WL transportation billing:  ___________________________________________
- Substitute arrangements have been made where necessary. Yes _____  Does Not Apply _____

**Principal Signature**  **Date**  **Cabinet Member Approval**  **Date**

Field trips using Walled Lake buses (77 passenger) are to be taken between the hours of 9:30A-1:50P.
**Only Walled Lake students and authorized chaperones are permitted to ride school buses.**

### AFTER HOURS TRANSPORTATION CONTACT NUMBERS:

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**FIELD TRIP CONFIRMATION - FOR TRANSPORTATION USE ONLY**

**Field Trip Salary Rates**

- Weekday $33.00/hour
- Saturday $50.00/hour
- Sunday & Holiday $66.00/hour

- ☐ APPROVED  ☐ DISAPPROVED

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<th>Reason for disapproval</th>
<th>Transportation Supervisor’s Signature</th>
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Your account(s) have been charged as follows:

- Field Trip Cost:
  - Salary ________ hours ________ minutes @ ________ /per hour $________
  - Mileage ________ miles @ $1.75 $2.00/mile/per bus $________

  TOTAL $________

**Journal Entry #: ____________________________**  **Logged on: _______________________**

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Rev. 9/93, 10/95, 7/96, 9/97, 12/00, 7/05, 5/06, 07/07, 6/08, 10/6/11, 9/6/12, 11/7/13, 4/2/20