Lower School Field Trip Request Form & Protocol

All field trips must first be approved by the Faculty Chair a minimum of 10 days prior to the trip.
Once approved, Donna Buchbauer will alert the appropriate departments as outlined below.

Request Date: _____

Teacher: _____ **Grade:** _____

Trip Destination: _____

_____

Date of Trip: _____ **Departure time:** _____ **Return time:** _____

Number of Students: _____ **Number of Chaperones:** _____

TOTAL number of people attending/being transported: _____

Transportation*: r Waldorf Activity Vehicle(s) r Charter Bus r Public Transportation
-Small Bus = 14 (not including driver)
-Large Bus = 20 (not including driver)

**** Parents are never allowed to drive other students to/from school sponsored events.***

Notes (students should bring money for lunch, water bottle, drawing pad, sack lunch, etc.):

_____

_____

_____

Procedure:

- r **Approval:** Kelly O'Halogan, Faculty Chair
- r **Approved Form To:** Donna Buchbauer, Faculty Chair Assistant will notify:
  - r **Financial:** Ramona Owens – if needed to pay for trip etc.
  - r **Transportation:** 1) Fred Rhoads – Waldorf Bus(es) *or*
    2) Ramona Owens – Charter Bus
  - r **Health:** Cathy Gorman – Health Forms/First Aid Kit/Allergy Info.
  - r **Communications:** Kevin Padilla - Permission Slip, add trip to calendar
  - r **Communications:** Kevin Padilla/Kathy Bossuk - E-mail parents
  - r **Cafeteria:** Aviva Gill