

**NORTHERN TIOGA SCHOOL DISTRICT  
OUT OF COUNTRY FIELD TRIP REQUEST FORM**

School: \_\_\_\_\_ Subject Area: \_\_\_\_\_

Destination: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_ Teachers In Charge: \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

Goal and Objectives: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Itinerary: (Include departure time, place, destination, return time and place.)  
**Please attach a copy of the itinerary.**

# of Persons: Students: \_\_\_\_\_ Teachers: \_\_\_\_\_  
 Chaperones: \_\_\_\_\_

| Cost:          | <u>School</u> | <u>Parent/Pupil</u> | <u>Organization/<br/>Group</u> |
|----------------|---------------|---------------------|--------------------------------|
| Transportation | _____         | _____               | _____                          |
| Meals          | _____         | _____               | _____                          |
| Lodging        | _____         | _____               | _____                          |
| Fees           | _____         | _____               | _____                          |
| Other          | _____         | _____               | _____                          |
| Total          | _____         | _____               | _____                          |

|                       |       |                      |
|-----------------------|-------|----------------------|
| Signatures:           | Date: | Approval/Disapproval |
| Teacher: _____        | _____ | /                    |
| Principal: _____      | _____ | /                    |
| Superintendent: _____ | _____ | /                    |
| Board: _____          | _____ | /                    |