

Gilmer County Schools
Courthouse Annex
201 N. Court Street
Glenville, West Virginia 26351

FIELD TRIP REQUEST

6153.1

I request permission for a field trip to: _____

Date(s): _____ Departure Time: _____
Return Time: _____

Students Involved: _____

Goals and Objectives of Trip: _____

How does this relate to the curriculum? _____

When will unit or chapter of text pertaining to this activity be completed?

Services of a substitute teacher required? _____

Cost of Field Trip: Mileage _____ x \$ _____ . per mile = \$ _____

Driver Hrs. _____ x \$ _____ . per hour = \$ _____

Misc. Expense: _____ = \$ _____

TOTAL COST: = \$ _____

Portion of cost to be assumed by Board: \$ _____

Portion of cost to be assumed by other agency: \$ _____

SIGNED: _____ Employee DATE: _____

APPROVED: _____ Supervisor DATE: _____

APPROVED: _____ Superintendent DATE: _____

Comments: