

**GILMER COUNTY SCHOOLS**

Courthouse Annex

201 N. Court Street

Glennville, West Virginia 26351

**FIELD TRIP REQUEST**

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: