

GILMER COUNTY SCHOOLS

Courthouse Annex

201 N. Court Street

Roanoke, 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: