

**ADAIR COUNTY SCHOOLS
FIELD TRIPS/EXTRA-CURRICULAR TRIPS REQUEST FORM**

Request Date

Name of Organization/Class _____

***Destination _____

Date of Trip _____

Location of Departure _____

Departure Time _____ Destination Arrival Time _____

Destination Departure Time _____ Return Arrival Time _____

Number of Passengers _____

(Limit 45/bus out of district/66/bus in county)

Time of Meals _____ Location _____

Additional Details/Direction/Special Needs _____

Signature of Teacher/Sponsor _____

Signature of Principal _____

Signature of Transportation Director _____

Payment Source complete appropriate line

Competition _____

School Activity Funds _____

Allocated _____

Grant Project # _____

Other _____

*****NOTE: Out-of State trips (e.g. Cincinnati Zoo, King's Island, etc.) require prior Board approval.**

***Must be turned into transportation department five (5) days before trip.**