



# Field Trip Request Form

Cardinal School | 4045 Ashland Road | Eldon, Iowa 52554  
(P) 641-652-7531 | (F) 641-652-3143

Field Trip Destination \_\_\_\_\_

**Request must be made at least 2 weeks prior to trip**

Trip Date \_\_\_\_\_ Sponsor/Teacher \_\_\_\_\_

Building/ Grade \_\_\_\_\_

# Students \_\_\_\_\_ # Chaperones \_\_\_\_\_

Educational Reason for Trip

Standards and Benchmarks: Please list which will be addressed on this field trip.

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## Complete Transportation Request Below

Will be given to the Transportation Director once trip has been approved.

Pick Up Location: Elem, MS/HS, Front or Back Lot \_\_\_\_\_

Trip Date \_\_\_\_\_ Field Trip Destination \_\_\_\_\_

# Students \_\_\_\_\_ # Chaperones \_\_\_\_\_ Person in Charge \_\_\_\_\_

Departure Time: From School \_\_\_\_\_ Arrival Time: To Destination \_\_\_\_\_

Departure Time: Back to School \_\_\_\_\_ Arrival Time: Return To Cardinal \_\_\_\_\_

Are you requesting a Vehicle? ☐ **Van** (8 passenger including driver) ☐ **Car** (5 passenger including driver) ☐ **Bus**

## Field Trip Process

You will submit your request to your building Principal preferably electronically, the Principal will then forward your request to the Superintendent, once approved or denied you will receive notification via email. If your application is approved it will be forwarded to the District Secretary and they will get your transportation request to the Transportation Director.

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_