



Sussex County Regional Cooperative
P.O. Box 1029
Hopatcong, NJ 07843
973-398-3583 Fax 973-398-3683

Field Trip Request Form

Trip should be billed to (name of school): _____

Contact Person: _____

Phone #: _____

Extension: _____

Date of Trip: _____

Fax #: _____

of Students: _____

of Adults: _____

Total Passengers: _____

Departure Time: _____

Departure Time Trip Location: _____ or

Return Time School Location: _____

Type of Trip:

Field Trip _____ Athletic Trip _____ (Type of Sport): _____

Departing From: _____

Address: _____

City/State: _____

Destination: _____

Address: _____

City/State _____

of Vehicles: _____

Coach: _____

School Bus: _____

Authorizing Signature (School): _____

To Be Completed by Sussex County Regional Cooperative - Confirmation Info:

Bus Company Name: _____

Bus Company Phone #: _____

Cost Per Vehicle: _____

4% Commission Per Vehicle: _____

Show/No Go Rate per Vehicle: _____

Total Cost Per Vehicle: _____

Total Cost: _____

4% Commission/Administrative Fee will be charged even if trip does not go.