

Procedure for Field Trip Requests:

1. Complete all sections:
 - a. School
 - b. Date submitted
 - c. Name of teacher preparing the request and the grade/subject taught
 - d. Date of the trip
 - e. Time leaving
 - f. Time returning
 - g. Class/grade/group involved
 - h. Total number of students
 - i. The name of the bus company (not Sussex County Regional Cooperative—they are the vendor, but when they send the confirmation fax, they include the name and phone number of the actual bus company).
2. Breakdown of Costs:
 - a. It is important that all numbers add up down the columns and across the bottom row.
 - b. The requisition number(s) for each cost must appear on the form.
3. The vendors' names and addresses must be complete and the date the checks are needed must be on the form.
4. All pre, during, and post plans must address a NJCCCS or Common Core standard. The activities must support the curriculum or interdisciplinary thematic project.
5. Attach the student list, including phone numbers.
6. Attach the Sussex Co. Reg. Coop. confirmation or District Bus request form with Mr. Hatchell's signature.
7. Attach the invoice from the other vendor, if there is a cost for entrance fees.

Remember:

1. All trip requests must be received eight (8) days before each scheduled OBE meeting date.
2. Incomplete forms will be returned for completion.

If you need assistance, please do not hesitate to ask.