

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 at Trip Location: \_\_\_\_\_ **AND/OR**

Return Time to School Location: \_\_\_\_\_

Type of Trip:

**Circle One:** Field Trip / Athletic Trip (Type of Sport): \_\_\_\_\_

Departing From: \_\_\_\_\_

Address: \_\_\_\_\_

City/State: \_\_\_\_\_

Destination: \_\_\_\_\_

Address: \_\_\_\_\_

City/State \_\_\_\_\_

# of Vehicles: \_\_\_\_\_ **Circle One:** School Bus / Coach Bus

Authorizing Signature (School): \_\_\_\_\_

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

Bus Company Name: \_\_\_\_\_

Bus Company Phone #: \_\_\_\_\_

Cost Per Vehicle: \_\_\_\_\_ 4% Commission Per Vehicle:

\_\_\_\_\_ Total Cost Per Vehicle: \_\_\_\_\_ Total Cost: \_\_\_\_\_

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