



# Assembly Request

|    | Routing for Approval            | Signature | Date |
|----|---------------------------------|-----------|------|
| 1  | Superintendent                  |           |      |
| 2  | Elementary Principal            |           |      |
| 3  | Dean of Women                   |           |      |
| 4  | Dean of Men                     |           |      |
| 5  | Gym Mrs. Cousler / Mr. Gleghorn |           |      |
| 6  | Transportation                  |           |      |
| 7  | Maintenance                     |           |      |
| 8  | Athletic Director               |           |      |
| 9  | Development/Events              |           |      |
| 10 | Master Schedule- Secretary      |           |      |

Number of people \_\_\_\_\_

Teacher \_\_\_\_\_ Grade Level \_\_\_\_\_

Activity \_\_\_\_\_

Location \_\_\_\_\_

Objectives for Assembly:

\_\_\_\_\_  
\_\_\_\_\_

Requested Date of Field Trip: \_\_\_\_\_ Time: \_\_\_\_\_ - \_\_\_\_\_

Costs Involved? \_\_\_\_\_ If so, how much? \_\_\_\_\_

Equipment needed:

\_\_\_\_\_

Briefly describe what your students will be doing and learning during this assembly:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# Field Trip/Event Request

|   | Routing for Approval          | Signature | Date |
|---|-------------------------------|-----------|------|
| 1 | Superintendent                |           |      |
| 2 | Elementary Principal          |           |      |
| 3 | Dean of Men                   |           |      |
| 4 | Dean of Women                 |           |      |
| 4 | Transportation                |           |      |
| 5 | Maintenance                   |           |      |
| 6 | Athletic Director             |           |      |
| 7 | Development/Event Coordinator |           |      |
| 8 | Master Schedule- Secretary    |           |      |

Number of people \_\_\_\_\_

Teacher \_\_\_\_\_ Grade Level \_\_\_\_\_

Activity \_\_\_\_\_

Location \_\_\_\_\_

Objectives for the Trip:

\_\_\_\_\_  
\_\_\_\_\_

Requested Date of Field Trip \_\_\_\_\_ Second Choice \_\_\_\_\_

Departure Time from the School \_\_\_\_\_ Arrival Time back to school \_\_\_\_\_

Costs Involved? If so, how much? \_\_\_\_\_

Additional adults for field trip:

\_\_\_\_\_

Briefly describe what your students will be doing and learning during this field trip:

\_\_\_\_\_  
\_\_\_\_\_

**Approved Field Trips:**

- Elementary Classes Pre-school - 5th grade: 3 per year
- Full Time Secondary Teachers 3 per year
- Part Time Secondary Teachers 2 per year

**Transportation:** All field trips will use a school bus unless authorization is given for another form of