

**SOUTHERN BERKSHIRE REGIONAL SCHOOL DISTRICT  
FIELD TRIP REQUEST**

Participating Group/School/Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Person requesting trip: \_\_\_\_\_ Cell #: \_\_\_\_\_

Trip Date: \_\_\_\_\_ Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_  
*(For overnight trips, please submit the overnight field trip form in lieu of this one)*

Trip destination with COMPLETE itinerary. If contract signed, please attach to this form.

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

Number of Students: \_\_\_\_\_ (Please attach list of students' names)

Standards Field Trip Addresses: \_\_\_\_\_

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

How is this field trip funded:  Organization/Club  Grant  Free  
 Fund raiser (please submit fund raiser form in addition to this form)  Other: \_\_\_\_\_

How will you be traveling to your destination:  Bus  Van  Volunteer drivers  
*Please submit a bus request form to Ingrid Borwick. For volunteer drivers, please fill in the section below (attach additional sheet if necessary):*

Name of Drivers: \_\_\_\_\_ CORI \_\_\_\_\_ Driver Form \_\_\_\_\_

\_\_\_\_\_ CORI \_\_\_\_\_ Driver Form \_\_\_\_\_

Other Chaperones \_\_\_\_\_ CORI \_\_\_\_\_

\_\_\_\_\_ CORI \_\_\_\_\_

**NO ONE WILL BE ALLOWED TO DRIVE IF CORI FORM HAS NOT BEEN CLEARED BY  
THE STATE, OR IF A DRIVER FORM HAS NOT BEEN SUBMITTED.**

**MUST HAVE THE FOLLOWING PEOPLE SIGN OFF:**

*Please note: The School Committee retains the right and responsibility to cancel a field trip, if conditions such as safety and security warrant.*

Events Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

*(This signature grants preliminary approval, please submit to school nurse, building principal, and Superintendent if necessary for final approval.)*

School Nurse: \_\_\_\_\_ Date: \_\_\_\_\_

Building Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

*(required if trip is out of state or East of Springfield)*

Additional instructions for person requesting trip:

- Please submit to district calendar  For Mt. Everett, please notify staff via e-mail if students will be out of school.

**ALL FORMS REQUIRED FOR A FIELD TRIP MUST BE RETURNED TO THE MAIN OFFICE AT LEAST  
ONE MONTH PRIOR TO TRIP. THANK YOU.**