Glynn County Schools
Field Trip/School-Sponsored Activity Request Form

All field trip and school-sponsored activity requests must be made using this form. Requests made by any other means will not be considered.

Field trip requests must be submitted online for approval at least ten days prior to the departure date. Parental permission forms must be on file prior to any trip. Parents should be provided with emergency phone numbers and any other pertinent information. Adult chaperones (1:10 Elementary and Middle; 1:20 High School) must supervise the trip at all times. All trips must be self-supporting and no student will be denied permission to attend for failure to contribute.

Part A

School___________________________________________________________

Principal/Dept Head:______________________________________________

Staff Requesting Trip: ___________________________ Contact #:__________

Name of Club/Group/Activity: ___________________________ Donations from Students: $__________

Pickup location: ________________________________________________

Destination: ____________________________

Need Sp Ed Bus? ___Yes ___No Number of: ____ Students ____ Staff ____ Parents ____ W/Chair ____ C/Seat

Special Request:________________________________________________

Transportation Mode: ____School Bus_____Private Car _____Other If other, _________________________________

Departure Date ____/_____/______ Time____:____

Return Date ____/_____/______ Time____:____

Part B

Purpose/Objective

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

List Staff Responsible During Trip:

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<tr>
<th>Staff PIN</th>
<th>Name</th>
<th>Sub Required (Y/N)</th>
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(Use back of form to list more names.)