

Jackson Independent School Field Trip Proposal

The following information must be provided in order for this proposal to be considered

Date Submitted: _____ Date of Field Trip: _____
Teacher(s) _____ Teacher's Signature _____
Grade(s)/Class(es) _____ Number of students transported: _____
Number of chaperones/adults transported _____ Number of buses requested _____
Destination(s) _____
Location _____ City _____ State _____
Estimated Round Trip Mileage _____ Trip Paid by _____
Departure Time _____ Return Time _____
Volunteer/Unpaid Bus Driver Requested _____
Educational Emphasis/Objectives _____

Plan of Action _____

Suggested Activities _____

Evaluation Date _____

Food Service Information

Teacher(s) _____
Date of Trip _____ Interested in Box Lunches _____ Yes _____ No
Number of Students on Field Trip _____
Number of Box Lunches requested _____

If Box Lunches are requested:

1. Before going on the trip, the teacher shall submit a printed or electronic roster of students going on the field trip to the Cafeteria staff.
2. On Field Trip day, when the teacher picks up the lunches, an updated printed/checked student roster shall be given to a cafeteria staff member, prior to departure.
3. During the field trip, after box lunches are served, call Kim Riley (272-0030) to report:
 - a. Any students that were absent for the trip
 - b. Those students who may not have been on the original roster who ate one of the box lunches, or
 - c. Any students that were on the roster who did not eat one of the box lunches. The student(s)' full names are needed. Please do this before 1:00 p.m. on the Field Trip day to ensure students' accounts are correctly posts for the day.