



Field Trip Request

Richland School District
331 Shafter Avenue
Shafter CA 93263

Check the appropriate box

School Bus

Charter Bus

Walking

Private Vehicle

Date of Field Trip

Destination

City

Round Trip
Miles

Time of
Departure

Approximate
Return Time

Number of
Students

Number of
Adults

Total Passengers

Budget Code for
Bus

Cost of School Bus

Budget Code for
Admissions

Cost of Overtime for Bus
Driver

Admission Cost
per Student

Admission Cost
per Adult

Total Cost for
Admissions

All stops must be listed on this form. Bus Drivers are not authorized to stop anywhere not listed on this form.

Subject and Content Standard

Describe Lead up and post activities

Contact at Destination

Phone Number at Destination

Signature

Signature

School Site

Teacher

Principal

Today's Date

Superintendent

CAFETERIA
Field Trip/Special Event Form
RICHLAND SCHOOL DISTRICT
331 SHAFTER AVENUE
SHAFTER, CA 93263

Cafeteria Field Trip/Special Event Form

Complete the form for any field trip or special event. Submit the form to the Principal's Office for preliminary approval. The Principal will forward the form to the cafeteria at least 10 days prior to the event.

Teacher	Room Number	School Site	Date of Field Trip		
Time of Departure	Approximate Return Time	Number of Students	Number of Adults	Destination	City

Check all items needed.

- Sack Lunches needed. Number needed _____
- No lunches needed. Number not needed _____
- Juice or milk needed only. Number needed _____

Lunch Tickets are to be brought to the cafeteria prior to loading the bus.

Special equipment needed

- Refrigerator space needed
- Ice needed (up to 100 pounds)
- Provide the other items needed

I understand that all borrowed equipment must be returned. I understand that money or lunch tickets for sack lunches must be given to the cafeteria staff by the teacher the afternoon before the event. Lunches and milk will be packed and ready to pick up in the cafeteria. Failure to turn in money or tickets may delay departure.

Signature

Today's Date

Signature

