

Dundee Central School District Fieldtrip Requisition Form

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|-------------|--|--------|--|
| DATE | REQUESTER | REQ ID | |
| BLDG/DEPT | ELEM HIGH SPEC ED | | |
| SCHOOL YEAR | 2022-23 2023-24 2024-25 2025-26 | | |

Requester is responsible to contact Arts in Education Coordinator to determine eligibility of trip for funding and must complete the requisite Arts in Education processing in planning an educational fieldtrip.

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|---|--------------------|
| Where is Fieldtrip Going | |
| Roundtrip Miles From DCS to Destination <i>(Please Use Google Maps or Similar Utility if Unknown)</i> | |
| Check if Overnight Check if During Instructional Day Check if Other | |
| Rationale for Fieldtrip | |
| Estimated Number of Students | |
| Fieldtrip Cost Per Student (Admissions and Other Costs) | |
| Projected Student Cost (# Students X Per Student Cost) | |
| Check If Cost Is To Be Included in Budget Check If Cost Is Covered By Other Source (please indicate) | |
| Anticipated Number of Chaperones | |
| Fieldtrip Cost Per Chaperone | |
| Projected Chaperone Cost (# Chaperones X Per Chaperone Cost) | |
| Field Trip Cost (Without Transportation) | |
| Check if School Vehicle Needed | Number of Vehicles |



GR. LEVEL/DEPT CHAIR REVIEW & APPROVAL _____

PRINCIPAL/SUPERVISOR REVIEW & APPROVAL _____