

# Daphne High School Field Trip Request/Sign-Off Sheet

To ensure that all field trips have been adequately planned and funded, the following signatures are REQUIRED before the request will be reviewed by Mr. Blanchard:

\_\_\_\_\_ This trip has been reviewed by the assistant principal for instruction. The date does not conflict with other scheduled events and meets the curriculum guidelines for field trips from the Department of Instruction.

\_\_\_\_\_ This trip has been reviewed by the school's bookkeeper. Adequate funds have been received for this trip including sufficient funds to pay for any substitute teachers that are needed for teachers attending this trip. In addition, all school accounting forms have been prepared/submitted in preparation for this trip.

\_\_\_\_\_ This trip has been reviewed by the assistant principal in charge of transportation. Transportation forms have been submitted including bus manifests and permission slips in preparation for this trip.

