

**AEOA Head Start Event
Field Trip Request (Submit Prior To Field Trip)**

Transit Needed (Jerry and Program Manager)

No Transit Needed (Program Manager ONLY)

Site: _____

Date of application: _____

Office Use Only

Transit cost estimate: _____

Approved by Transit: Yes No

Transit paid by:

Site budget ~ Amount: \$ _____

Nutrition (CFP) ~ Amount: \$ _____

Donated funds ~ Amount: \$ _____

Field trip destination/event: _____ Date of event: _____

Total number of people making trip: _____
of children

of adults (include staff)

Transportation provided by: _____ Approximate round trip miles: _____

Specify schedule (list place and time):

Depart _____

Arrive _____

Depart _____

Arrive _____

Depart _____

Arrive _____

Depart _____

Arrive _____

After completion of field trip or special event, complete the bottom portion of this page and email the entire form to the Head Start office within three (3) days.

Additional Costs:

Tickets/admission/fees: \$ _____

Lunch arrangements other than regular Head Start provided lunch: \$ _____

Other (specify _____): \$ _____

Additional Costs Paid By:

Site budget ~ Amount: \$ _____

Parent Meeting Budget ~ Amount: \$ _____

Nutrition (CFP) ~ Amount: \$ _____

Donated funds ~ Amount: \$ _____

If this is your first field trip of the year, was bus evacuation completed? Yes No
(for sites that don't have daily transportation)

Remember: Any off site trip requires written parent permission!