



FIELD TRIP REQUEST
331 N. Shafter Ave.
Shafter, CA 93263

Date Received: 10/23/18

1. All field trips require site Administrator approval and Director of Planning, Facility & Operations approval. Please e-mail Field Trip Request to Facilities, Planning & Operations Secretary. (ytorres@rsdshafter.org)
2. Cafeteria Field Trip / Special Event Form needs to be completed 10 days prior to the event. Submit the form to the Principal for preliminary approval, then site secretary will forward form to the cafeteria department.
3. Field trips that are outside of Kern County boundaries must be submitted to the Superintendent's Office for board approval 30 days prior to the event. Please plan ahead and look at Board Meeting Dates.

Mrs. Hughes for all 1st grade teachers @ Sequoia 416
 Name of Teacher: _____ Room #: _____ School Site: Sequoia Date of Field Trip: 4-11-19
 Destination: Fresno Chaffee Zoo City: Fresno Round Trip Miles: 204
 Time of Departure: 7:40 a.m. Approximate Return Time: 5:00 p.m.
 Number of Students: 100 Number of Adults: 20 Total Passengers: 120

Check the appropriate:
 School Bus Charter Bus (please name & attach contract) _____
 Walking Other: Please describe: _____

Funding Source for Bus: LCap Cost of School Bus: _____
 Funding Source for Admission: LCap Cost of Charter Bus: \$3,867.00
 Admission Cost per Student: \$4.00 Total Cost for Admission: \$400.00
 Admission per Adult: Free for every 5 kids

All stops must be listed on this form. Bus Drivers are not authorized to stop anywhere if it's not listed on this form.
Safety Rest area Phillips S. Raine Road 112 Tulare (Both ways)
 Subject and Content Standard: Life science 2.ABCD Predictable life cycles. Writing w.2.7 Research project and paper. RI 2.1. Diagrams of animals RI 2.7.

Describe Lead up and post activities: Classification of mammals and reptiles. Reading materials and finding facts in informational text and expository sources. Watching videos on animals and using the information during collaboration, research report, and presentations.

Contact at Destination: N/A Front Desk Phone Number at Destination: 559-498-5910
 Staff Signature: Shadna Hughes Signature of Principal: _____
 Director of Facilities, Planning & Operations: _____ Date Approved: _____

Date Received: 10/23/18



CAFETERIA
FIELD TRIP / SPECIAL EVENT FORM
331 N. 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 for preliminary approval.
The Secretary will forward the form to the cafeteria department at least 10 days prior to the event.

Mrs. Hughes
for all of 2nd grade @ Sequoia
Name of Teacher: Mrs. Hughes Room #: 416 School Site: Sequoia Date of Field Trip: 4-11-19
Number of Students: 100 Number of Adults: 20 Time of Departure: 7:40 Approximate Return Time: 5:00

Destination: Fresno Chaffee Zoo City: Fresno

Check all items needed.

- Sack Lunches needed. Number needed Possibly around 60
 - No lunches needed. Number not needed _____
 - Juice or milk needed only. Number needed _____
- We will submit a new accurate one closer to April.*

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)
- List other items needed: Ice chest for the milk that goes with the sack lunches.

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 be pick up in the cafeteria. Failure to turn in money or lunch tickets may delay departure.

Staff Signature: S. Hughes Date: 9-14-18
Dir. of Nutrition Services Signature: _____ Date: _____