



Long County School System Competition Trip Request

(This form must be submitted to the administration one week prior to the BOE meeting that approval is expected – the LCBOE meets the second Monday of each month)

(Out of state field trips and overnight trips require BOE approval – please send in by the Wednesday prior to BOE meeting.)

Date _____ Location: _____

Address _____ City _____ State _____

Phone number of place being visited _____

Grade level of students _____

Number of Students attending _____ Number of LC BOE employees _____

Total Number of Chaperones _____

Name of teacher (s) accompanying group _____

Purpose of Trip _____

Date (s) of Trip _____

Is this an overnight or out of state trip? _____

Will meals need to be provided from the lunchroom? _____

Time of departure from school _____ Time of dismissal from class _____

Estimated time of return to school _____

Driver (s) needed _____

Buses needed _____

Is a substitute needed for teacher coverage? Yes _____ No _____

If yes – Name of substitute: _____

Standards Addressed: _____

Students Attending: _____

Date Approved _____ Teacher submitting form: _____

Principal's Signature _____

Superintendent's Signature _____

Attach the directions to the location that is being visited
***** A final list of students must be faxed to the school prior to departure*****