

# EXHIBIT

Instruction

## FIELD TRIPS AND EXCURSIONS EXHIBIT

### CHARTER TRANSPORTATION REQUEST

For Educational Field Trip and/or Athletic Activity/Competition

Requesting Grade(s) or Organization \_\_\_\_\_  
Purpose of Trip \_\_\_\_\_

Date of Trip \_\_\_\_\_ Destination \_\_\_\_\_  
No. of Students \_\_\_\_\_ No. of Chaperones \_\_\_\_\_  
Leave Catskill at \_\_\_\_\_ Return Catskill at \_\_\_\_\_  
No. of Buses Requested \_\_\_\_\_  
Charge to: A/C # \_\_\_\_\_ Requisition # \_\_\_\_\_

#### SUBMIT FOR APPROVAL AT LEAST TWO WEEKS IN ADVANCE

Teacher-In-Charge: \_\_\_\_\_ Date \_\_\_\_\_  
Principal Approval \_\_\_\_\_ Date \_\_\_\_\_  
Superintendent Approval/Disapproval \_\_\_\_\_ Date \_\_\_\_\_

Adoption date: July 2003