Runge Independent School District

600 Reiffert ~ P.O. Box 158

Runge, Texas 78151

Phone: (830) 239-4315

Fax (830) 239-4816

**Runge ISD Field Trip Request Form**

Organization:

Lead Sponsor: Date Submitted:

Number of Students: Number of Adults:

Destination:

Departure Date: Departure Time:

Return Date: Return Time:

Once the field trip is approved, you need to:

● Notify Cafeteria Manager of Breakfast & Lunch plans or needs.

● Send a parent letter detailing trip purposes, dates, times, destinations, charges, meals, arrangements, etc.

● Obtain written parent permission for each child prior to departure

● Check with Nurse Martin for any student medical needs

Approved

Disapproved

Principal Signature:

Date:

Approved

Disapproved

Superintendent Signature:

Date: