



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 the Nurse for any student medical needs

_____ Approved

_____ Disapproved

Principal Signature: _____ Date: _____

_____ Approved

_____ Disapproved

Superintendent Signature: _____ Date: _____