

Bridges Head Start Field Trip Request Form

Instructions for completion: This form must be completed and send to the Education Manager at least 3 weeks prior to the date of the field trip. Please include a requisition form if money is needed for admission fees and/or lunch needs to be purchased. The Education Manager will email field trip approval to the lead teacher.

Teacher: _____ Center: _____

Destination: _____ Date of trip: _____

Departure Time (School): _____ Arrival (Destination): _____

Departure Time (Destination): _____ Arrival (School): _____

of Students _____ # of Parents: _____

Bus (Check one): PCDC _____ School System _____

Lunch: _____

* If you are requesting bag lunches to be provided by the school, you are responsible for arranging this with the cafeteria manager.

Reason for Trip:

Teacher: _____ Date: _____

Education Manager: _____ Date: _____