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| FRESNO UNIFIED SCHOOL DISTRICT  **Field/Study Trip Planning Sheet** | | |
|  |  |  |
|  | (Name of School) |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Advisor/Staff Name: | |  | | | | | | | |  | Club/Class Name: | | | | |  | | | |
| Date(s) of Trip: |  | | | | | | | | |  | Time of Departure: | | | | | |  | | |
| Traveling To/Location of Purposed Event: | | | | | |  | | | | | | | | | | | | | |
|  | | | | | |  | | | | | | | | | | | | | |
| **Purpose of Trip/Description:** | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Transportation tentatively reserved: | | | |  | Yes | | |  | | | | No | | | No. of Buses/Vans: | | | |  |
| Account Balance: $ | |  | | | | | (Sufficient funds need to be available for fieldtrip) | | | | | | | | | | | | |
| Total Cost of Fieldtrip: $ | | |  | | | | | | (Projected or Actual) | | | | | | | | | | |
| Have funds been deposited to cover cost? | | | | | |  | | | | Yes | | |  | No | | | |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **For Office Use** | | | | | | | | | | | | | | | | | | |  |
|  | Fieldtrip: | |  | Approved | | | |  | | |  | Not Approved | | | | | | |  |  |
|  |  | | | | | | | | | | | | | | | | | | |  |
|  | Office Manager/Financial Technician: | | | | | | | | |  | | | | |  | | Date: |  | |  |
|  |  | | | | | |  | | | | | | | |  | |  |  | |  |
|  | Signature of Administrator: | | | | |  | | | | | | | | |  | | Date: |  | |  |
|  |  |  | | |  | | | |  | | | |  |  | |  | | |  |  |