

BUTTE FALLS SCHOOL DISTRICT

BUS REQUEST

Person Requesting Bus: _____ Todays Date: _____

Trip Date: _____ Trip Departure Time: _____

Destination: _____

Team/Class/Group: _____

Return Date: _____ Time of Return: _____

Students will be picked up at: _____ elementary _____ high school

Trip Itinerary

Planned stops other than destination:

1. _____
2. _____
3. _____

If overnight trips, where are you staying? _____

Did/Will you reserve room for bus driver? _____ yes _____ no

Meals: _____ Sack Lunch (students) _____ Restaurant

_____ Sack Lunch (adults)

***** All sack lunches must be ordered in advance through kitchen, and a list of students and adults must be submitted.**

Number of students going: _____ Number of adults going: _____

Total persons going: _____

Purpose of trip (check one) _____ Instruction _____ Athletics

_____ Academic Competition _____ Entertainment _____ Other

Trip Approved by Principal: _____ Date: _____

Principal signature is required before trip is scheduled

RETURN FORMS TO THE DISTRICT OFFICE AS SOON AS POSSIBLE PRIOR TO TRIP