

# Dundee Central School District Fieldtrip Requisition Form

DATE	REQUESTER	REQ ID		
BLDG/DEPT	ELEM	HIGH	SPEC ED	
SCHOOL YEAR	2025-26	2026-27	2027-28	2028-29

***Requester is responsible to contact Arts in Education Coordinator to determine eligibility of trip for funding and must complete the requisite Arts in Education processing in planning an educational fieldtrip.***

Where is Fieldtrip Going		
Roundtrip Miles From DCS to Destination ( <i>Please Use Google Maps or Similar Utility if Unknown</i> )		
Check if Overnight	Check if During Instructional Day	Check if Other
Rationale for Fieldtrip		
Estimated Number of Students		
Fieldtrip Cost Per Student (Admissions and Other Costs)		
Projected Student Cost (# Students X Per Student Cost)		
Check If Cost Is To Be Included in Budget		Check If Cost Is Covered By Other Source (please indicate)
Anticipated Number of Chaperones		
Fieldtrip Cost Per Chaperone		
Projected Chaperone Cost (# Chaperones X Per Chaperone Cost)		
Field Trip Cost (Without Transportation)		
Check if School Vehicle Needed	Number of Vehicles	

GR. LEVEL/DEPT CHAIR REVIEW & APPROVAL \_\_\_\_\_

PRINCIPAL/SUPERVISOR REVIEW & APPROVAL \_\_\_\_\_