

CAYUGA-ONONDAGA BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
1879 W. Genesee Street Rd., Auburn, NY 13021

**This application must be filed with the District Superintendent *15 school days*  
*prior* to date of proposed trip.**

***FIELD TRIP REQUEST***

**This approved form must be submitted to the District Superintendent for approval. The necessary  
arrangements will be made and one (1) copy will be returned to your director who will forward it to you.**

Proposed Field Trip to: \_\_\_\_\_

Date of Proposed Field Trip: \_\_\_\_\_

Purpose of Proposed Field Trip-Relation to Curriculum: \_\_\_\_\_

Means of Transportation: \_\_\_\_\_

Leaving from (Place): \_\_\_\_\_ at (Time) \_\_\_\_\_

Destination (Directions): \_\_\_\_\_

Return to (Place): \_\_\_\_\_ at (Time) \_\_\_\_\_

Number of Children Going: \_\_\_\_\_

Name of Chaperones: \_\_\_\_\_

**LIST NAMES OF ALL STUDENTS ON BACK ALPHABETICALLY BY SCHOOL**

\_\_\_\_\_  
**Teacher Making Request**

\_\_\_\_\_  
**Bus Assignment**

\_\_\_\_\_  
**Approval of Director**

\_\_\_\_\_  
**Approval of District Superintendent**

