

**CAYUGA-ONONDAGA BOARD OF COOPERATIVE EDUCATIONAL SERVICES  
1879 West Genesee Street Road, 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 his 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): \_\_\_\_\_

\_\_\_\_\_ at (time) \_\_\_\_\_

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

Number of students going: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

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

AUBURN	CATO-MERIDIAN

JORDAN ELBRIDGE	MORAVIA

PORT BYRON	SKANEATELES

SOUTHERN CAYUGA	UNION SPRINGS

WEEDSPORT	OTHER