



“Ali BUS” FIELD TRIP REQUEST FORM

Rec'd -
Ali book/sheet
Confirm

Hoover

1. Submit completed request **NO LESS THAN 3 WEEKS PRIOR** to date needed.
2. Once approved, obtain parent permission slips, excuse from class slips.
3. Hoover Events/Sports Teams have *priority* when requesting Hoover Bus.
4. Submit to: Eileen Reynolds Murillo ereynoldsmurillo@sandi.net 619.344.4525
5. Attach field trip parent permission slip to this form. Hoover students only.

**TRIP INFORMATION:**

Today's Date: \_\_\_\_\_ Trip Requestor Contact: \_\_\_\_\_

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please Print

Supervising Adult day of event - Name and cell phone: \_\_\_\_\_

Trip Date: \_\_\_\_\_ Day of week: \_\_\_\_\_ Weekly? Yes  No   
Period(s): \_\_\_\_\_

Destination: Location Name: \_\_\_\_\_

Address: \_\_\_\_\_

**\*\* Hoover Bus Hours : 8:00am -12:45pm (For Elementary & Middle School Field Trips)**

<input type="checkbox"/>	<b>Hoover Bus (limit 60 passengers)</b>
Number of adults <input type="checkbox"/>	Students <input type="checkbox"/>
Departure time from Hoover: _____ Departure time from <i>destination</i> : _____	
Arrive at Hoover time: _____	

Admission costs (if any): \_\_\_\_\_ (Adhere to Guidelines Regarding Student Fees)

Transportation paid by: \_\_\_\_\_

Budget # required: \_\_\_\_\_

**Trip Objective linked to curriculum & student learning:**


Principal Approval: yes  \_\_\_\_\_ denied   
Signature

Date: \_\_\_\_\_