



# ExCEL After School Programs



## OUT-OF-CITY FIELD TRIP REQUEST FORM

School Site: \_\_\_\_\_

CBO: \_\_\_\_\_

Site Coordinator: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

### Field Trip Purpose and Description:

- **Date of Trip:** \_\_\_\_\_
- **Number of Students:** \_\_\_\_\_ **Number of Adults:** \_\_\_\_\_
- **Mode of Transportation:** \_\_\_\_\_

### Field Trip Details: ATTACH ADDITIONAL PAGE(S) IF NECESSARY

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Total Cost** \_\_\_\_\_

**Amount to be billed to ExCEL** \_\_\_\_\_

\*including travel, entrance fees, food and supplies

*Estimate*  *Actual*

### SITE APPROVAL:

Site Administrator's Signature \_\_\_\_\_ Date \_\_\_\_\_

CBO Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

***FAX Request (415) 750-8653 or SCAN and EMAIL to ExCEL District Coordinator***

### ExCEL APPROVAL:

Name & Signature \_\_\_\_\_ Date \_\_\_\_\_

20 Cook Street San Francisco, CA 94118 Tel 415-750-4500 Fax 415-750-8653

2011-12

\*Upon receiving approval, please proceed to use your Organization's permission slips and other documents.