

**BEVERLY HILLS UNIFIED SCHOOL DISTRICT**

Exhibit 6153 e

**FIELD TRIP REQUEST FORM**

**(To Be Completed by Requesting Staff)**

Employee Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Destination/Location of Activity: \_\_\_\_\_

Describe and Give Detail: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

Class/Grade Level, Number of Students Involved, Estimated Costs: \_\_\_\_\_

Signature of Sponsor: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_