

RUTH MURDOCH ELEMENTARY SCHOOL

School Activity Request Form

(Allow two weeks for Approval)

Teacher Making Request _____ Date of Request _____

Classroom(s) Involved _____

Check All that Apply: Calendar Change Field Trip Activity

Date of Activity _____ Beginning time _____ Ending time _____

Brief Description of Activity or Change _____

Sub. Teacher Required Yes No If yes, please fill out Employee Leave Request Form

Office

Arrangements for Activity:	Initials:	Date:
Funding _____	_____	_____
Transportation _____	_____	_____
Dining Services Notified _____	_____	_____

Principal's Approval _____ **Date** _____

To be completed by teacher

Prior to Activity Checklist:

_____ Parent Notification
_____ Parent Permission Slip sent home
_____ Cash Request (at least one week advance notice)
_____ Permission Slips returned (*no slip - no trip*)
_____ Meal plans

Arrangements Made For:

_____ Volunteer(s)
_____ Classes students will miss including:
 _____ P.E. _____ Library
 _____ Spanish _____ Computer
 _____ Music _____ Other
 _____ Work Education

Day of Trip

_____ *Consent for Treatment* forms taken
_____ First Aid Kit taken
_____ Cell phone number _____

Please turn in completed form to the office before leaving on the day of your activity.

For office use only:

Outlook _____

Website _____