**Learning Journey Request**

**Must be completed a minimum of 2 weeks prior to Event**

Date of Request:

Date of Learning Journey:

Teacher / Classroom/ School:

Departure and Return Time:       to

Destination / Address:

Educational Purpose (what will you do before you go, while you are there and when you return):

How will you inform and invite parents to the Learning Journey?

**Meal Count:**

Children       + Staff       + Paid Parents       = Total Number Eating:

Teachers:

[ ]  1. Contact Transportation to check on bus availability.

[ ]  2. Reserve bus online. Transportation will email Teacher to confirm trip. If email confirmation has not been received 2 days prior to event, call Transportation: 241-6830.

[ ]  3. Email office lunch count secretary, Food Service Director, EC A.D. Health & Safety and

 kitchen staff in your building to change menus to sack lunch.

[ ]  4. Reserve cooler from ECO to transport sack lunches for trip.

[ ]  5. Notify school office of field trip

Director Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Calendar [ ]  Parent Calendar [ ]  Purchasing Card Opened [ ]  School office Notified

Health / Nutrition Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff News Notification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Copy to Teacher [ ]  Copy to Cook/Secretary [ ]  Give Original to Director [ ]

Revised 9/9/15