



Being-There Experience Request

Destination: _____ Date: _____

Departure Time: _____ Return Time: _____ Mileage: _____ No. of Students: _____

Number of Adults: _____ Venue Cost: _____ Transportation: Van Small Bus Big Bus

Purpose of the trip (Learning Objectives): _____

Other special considerations/needs: _____

Reminders:

1. On the day of the experience, we must be able to staff one adult for every five children in order to ensure safety. The driver may be included in this ratio.
2. Always have an alternate plan for experience days in the event one of the adults scheduled to attend can't make it or in case of weather issues, etc. If we are unable to ensure the safety and comfort of our staff and students, experiences will be delayed or canceled.

Teacher's Signature: _____ Date: _____

Head of School's Signature: _____ Date: _____

***Teacher Procedures:**

Please Submit the following to your Head of School 3 weeks before your "Being-There":

- *This request form (BUT NOT the Reflection Form)*
- *Copy of Parent Notification Letter*
- *Purchase Request form (if applicable)*

***Head of School Procedures:**

- 2 days upon receipt of forms, approve or deny requests.

***Administration Procedures:**

- *Add date to Master Calendar*
- *Create a new file (if this is a new destination)*
- *Add event to year long "Being-There" database.*
- *When all required paperwork is turned in, file in "Administrative Files" under "Being-There."*
- *Help arrange transportation.*



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Reflection Form

Were objectives met? Yes No

How were they met/Why didn't you meet them? _____

Other interests: _____

Site rating (1 being the lowest and 5 being the highest): 1 2 3 4 5

Suggestions for the future: _____

- *Please attach a brochure if possible.*

Teacher Signature: _____ Grade Level: _____