

Diman Regional Vocational Technical High School

Fall River – Somerset – Swansea – Westport

Rogério Ramos, *Superintendent-Director*
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251 Stonehaven Road
Fall River, Massachusetts 02723

Brian S. Bentley, *Assistant Superintendent-Director/Principal*
bbentley@dimanregional.org

Telephone 508-678-2891
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TO: All Faculty

FROM: Brian S. Bentley, *Assistant Superintendent-Director/Principal*

SUBJECT: Fund Raising Events / Field Trips / Transportation Requests

In order to be fair to all school activities seeking financial support during the school year through fund raising events, it is necessary that all advisors obtain authorization for the fund raiser from my office at least *one (1) month* **prior** to the event taking place.

Faculty members seeking to take students on a Field Trip, are to submit a field trip proposal along with a Field Trip Request at least *two (2) MONTHS* **prior** to the Field Trip.

Thank you for your cooperation.

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Field Trip & Transportation Request Form

Requested by: _____

Date of Trip: _____

Destination: _____

City/Town/State: _____

Purpose of Trip: _____

Contact Person at Site: _____

Cost of Trip: _____

Is Coverage Needed? Yes _____ No _____

If Yes, what periods? (mark with an X) : 1-____ 2-____ 3-____ 4-____ 5-____ 6-____ 7-____ 8-____

Faculty Attending: (you may attach a typed list)

Students Attending: (Name, ID #, Shop,) - Attach typed class lists if necessary - Estimated # _____

Departure Time/Day: _____

Arrival Time back at School _____

Transportation Required: YES _____ NO _____

TYPE: Vans _____ How Many? _____ Bus _____ How Many? _____

Driver(s) Assigned: _____

Approved _____ Not Approved _____

Submit this form to Mr. Bentley at least TWO (2) months prior to the requested Filed Trip

DATE Submitted: _____