



## Manson School District Associated Student Body (ASB)

Middle/High School Address: 1000 Totem Pole Rd, Manson, WA 98831 Phone: (509) 687-9585

Elementary School Address: 950 Totem Pole Rd, Manson, WA 98831 Phone: (509) 687-9502

☐ All District    ☐ High School    ☐ Middle School    ☐ Elementary

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### Manson School District Field Trip Checklist

(All information must be complete)

**\*Must be submitted to the building principal 7 days in advance or your guest will be refused admittance.**

This is a checklist to help ensure that you have completed all requests for a field trip paid out of an ASB account.

ASB Club \_\_\_\_\_ Date of Field Trip \_\_\_\_\_

Field Trip to \_\_\_\_\_

Purpose of Field Trip \_\_\_\_\_

Field Trip Academic Purpose \_\_\_\_\_

Teachers who will need a sub for the Field Trip \_\_\_\_\_

(Please see your building administrator to see if other events are scheduled for this day as our sub pool is often deleted due to multiple events and unforeseen circumstances.)

#### Please complete the following forms:

\_\_\_\_\_ District Study Trip form/Parent Permission Slip (located on the ASB Website)

\_\_\_\_\_ Transportation Request Form for Bus or Bart (Home > Our District > Transportations > Forms)

\_\_\_\_\_ PO request form to pay for transportation (located on the ASB Website)

\_\_\_\_\_ PO request form to pay for substitutes (located on the ASB Website)

\_\_\_\_\_ PO request for venue of field trip (located on the ASB Website)

\_\_\_\_\_ Meeting minutes from Club to approve trip and expenditures (attach to this form)

\*\*\*\*\* Please note that it generally takes a minimum of 4 weeks to process requests PRIOR to the trip.

\*\*\*\*\* Trips that have not filled out the proper paperwork and received prior approval will not be funded by the ASB account

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#### MANSON SCHOOL DISTRICT

Shawn Thurman  
High School Principal

Heather Ireland  
Middle School Principal

Keitlyn Watson  
Elementary Principal