



# Charter Request Form (Athletics, Fieldtrips, Charters, etc.)

Today's Date \_\_\_\_\_ (Submit request 10 days in advance)  
Requester's Name \_\_\_\_\_

Billing Information:

School Building or Group Name \_\_\_\_\_  
Contact Name & Phone # \_\_\_\_\_  
School Billing Address \_\_\_\_\_  
\_\_\_\_\_

Charter Information:

Date of Trip: (Month, day, year) \_\_\_\_\_  
Number of Regular buses \_\_\_\_\_ Number of Special Needs buses \_\_\_\_\_  
Number of Adults \_\_\_\_\_ Students \_\_\_\_\_  
Pickup time: \_\_\_\_\_  
Depart time: \_\_\_\_\_  
Destination arrival time: \_\_\_\_\_  
Destination depart time: \_\_\_\_\_ Return time – original location \_\_\_\_\_  
Departure From: \_\_\_\_\_  
\_\_\_\_\_

Trip Location Physical address: - Ex: Madison-Henry Vilas Zoo. If HS sport is playing at the middle school gym please indicate this here.)  
\_\_\_\_\_  
\_\_\_\_\_

Additional stops? "As part of the trip to the State Capitol, we will spend 90 min at the mall or we will stop for food in Marinette after the game."  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trip Approvers Signature: \_\_\_\_\_ (Principal or Athletic Director)

Please email all requests to [waupacacharters@goriteway.com](mailto:waupacacharters@goriteway.com)