



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