

Charter Request Form

(Athletics, Fieldtrips, Charters, etc.)

Today’s Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please submit request 10 business days in advance)

Requester’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Billing Information:

School Building or Group Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Name, Phone #, and Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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School or Person to be Billed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Departure From (What school or location): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination arrival time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Destination depart time: \_\_\_\_\_\_\_\_ Return time – original location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trip Location Physical address: - (Ex: Henry Vilas Zoo, 702 S Randall Ave, Madison, WI 53715. If HS sport is playing at the middle school gym please indicate this here.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Additional stops or information? “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.”

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

Please email all requests to waupacacharters@goriteway.com