



## Field Trip Registration Form

Please refer to our website for field trip descriptions, dates, and student/chaperone requirements.

Field Trip: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

School: \_\_\_\_\_

Are you a [Let's Stop Waste](#) school?      Yes      No

School Address: \_\_\_\_\_

School Zip Code: \_\_\_\_\_

Teacher's Cell Phone Number (with area code): \_\_\_\_\_

School Phone Number (with area code): \_\_\_\_\_

Teacher's Email: \_\_\_\_\_

Grade(s): \_\_\_\_\_

# of students: \_\_\_\_\_ # of chaperones: \_\_\_\_\_

1<sup>st</sup> Preferred Date: \_\_\_\_\_ 2<sup>nd</sup> Preferred Date: \_\_\_\_\_ 3<sup>rd</sup> Preferred Date: \_\_\_\_\_

Arrival Time: \_\_\_\_\_

**Compost Kids *ONLY*:**

Are you staying for lunch at the Civic Garden Center?      Yes      No

**Trash Talk *ONLY*:**

<b>Field Trip Option:</b>	MRF Tour only	Both MRF and Fernald
<b>Lunch Option:</b>	Packing lunches to eat on site	Not staying

Email/mail to: [Susan.schumacher@hamilton-co.org](mailto:Susan.schumacher@hamilton-co.org)  
Hamilton County Recycling and Solid Waste District  
250 William Howard Taft Road, Cincinnati, OH 45219



## Field Trip Bus Reimbursement Request Form

**FIELD TRIP:** \_\_\_\_\_

**TEACHER'S NAME:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

**Requested Bus  
Reimbursement:** \_\_\_\_\_

**Applications must agree to the following:**

I will turn in student reflections within 10 days of our field trip or my right to future field trips will be forfeited.

I understand that I am responsible for scheduling any required bus transportation to and from the field trip. If the trip is cancelled for any reason, I must notify the transportation provider at least two hours prior to the school pick-up time or I may be responsible for late cancellation expenses charged by the bus provider which are not subject to reimbursement.

I understand that a minimum of five weeks is required for processing reimbursements and reimbursement requests must be submitted within 90 days of the trip, (120 for America Recycles Day) or my right to reimbursement will be forfeited.

My principal is aware that I am applying for this field trip and has agreed to allow my students to miss class time to attend.

I, on behalf of myself and my school, understand and agree that neither the Hamilton County Recycling and Solid Waste District nor its principles or employees shall be held liable for damages or injuries that may arise out of the field trip or the transportation.

\_\_\_\_\_  
Teacher Signature

\_\_\_\_\_  
Date

**Return via email/mail:**

[Susan.schumacher@hamilton-co.org](mailto:Susan.schumacher@hamilton-co.org)

Hamilton County Recycling and Solid Waste District  
250 William Howard Taft, Cincinnati, Ohio 45219