Gore Public Schools
Media Requirements for Field Trip

Name of Sponsor making request: __________________________________________ Date: ____________

I understand that upon approval of this request, I am committing to the following conditions/requirements:

• A picture of the group along with purpose of the trip/activity will be delivered to the approving principal within 3 calendar days of the event’s conclusion. Attach a list of names of the students so the publication check can be made. Any additional information about the activity is appreciated. This information should be sent by email but a hard copy, or any legible form will be acceptable.

  Principals emails: brobison@gore.k12.ok.us    pught@gore.k12.ok.us

• Your submitted information will be forwarded to local newspapers, school web site and facebook page.

  Local media email information:
  news@bigbasinllc.com   news@segcotimes.com

If you prefer to send in your info directly, please get your information proofed and approved by your building principal BEFORE you submit.

Thank you for going above your job duties and providing this opportunity to our students.

**Disclaimer:**
I understand that failure to fulfill the above responsibilities, by the time frame listed, may result in denial of any future requests for field trips/activities.

I am responsible for full documentation of having completed the above requirements.

Date information due to principal: _______________________________ (three calendar days after trip concludes)

Date of Activity: _______________________________

Activity Requested: ____________________________________________

_______________________________________________________________

Signature of Sponsor: ___________________________________________

Signature of Principal: __________________________________________ Date Approved/Denied: ____________

A Copy of this document is to be given to sponsor for their documentation

  Date email sent to Principal for web site and facebook: ______________________
  Date emailed to newspapers: ____________________________________________
Complete this form for hard copy submittal or include this information on electronic submittal.

1. Date of activity: __________

2. Name of activity: ____________________________________________

3. Sponsors (s) in attendance: ____________________________________

4. Students in attendance:
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

5. Location of Activity: _________________________________________

6. Non school personnel in the picture or that were involved:
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

7. Justification for attending the activity: (why you went, what was learned, what was accomplished)
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________

8. Any other information that will help explain this activity and show the importance:
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________
____________________________________________________________________________________________