

**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 ledgable form wittl 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 ernal 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 ernailed 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. Justificaiton 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:

