2018-2019 ART BUS ORDER FORM

*Buses chartered through “Petermann Bus Company”*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| C:\Users\Artlinks\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\2JLHM5VJ\school bus[1].jpg | **To Be Completed by Art Links** | | **To Be Completed by Bus Company** | |
| Rec’d from School |  | # of Buses |  |
| Sent to Bus Co |  | Drop & Return | Stay With |
| Confirmed with school |  | Date Confirmed to Art Links |  |
| Reminder confirmation |  | Trip # |  |
| Survey Sent |  | Total Trip Cost |  |
| Survey Received |  | Signature |  |

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| --- | --- |
| 1. Complete this Order Form and return in Word format only . | 4. Click and type in each box to complete form. |
| 1. Only one date and arts event per form | 5. To avoid delays, complete all blanks/boxes. |
| 1. Double click on drop down box to select date and destination. | 6. Email form to [artlinks@cps-k12.org](mailto:artlinks@cps-k12.org) |

|  |  |
| --- | --- |
| *Today’s Date:* | ***Click here to enter a date.*** |
| *School Name:* |  |
| *School Address:* |  |
| *School Phone #:* |  |
| *Requesting Teacher:* |  |
| *Requesting Teachers Email:* |  |
| *\*Requesting Teachers Cell #:* |  |
| *Secretary’s Name:* |  |
| *Secretary’s Email:* |  |
| *Principal’s Name:* |  |
| ***\*\*\*All Art Bus trips must have a pre & post lesson and tie into the curriculum. Give a brief explanation as to how this trip ties into the arts, present curriculum and student needs: This area must be completed.*** | |
|  | |
| **\*Requesting Teacher’s cell # must be listed. We will only use if there is an emergency.** | |
|  | |
| *Trip Date:* | **Click here to enter a date.** |
| *Destination:* | **Choose an item.** |
| *If Other – Where:* |  |
| *Event/Tour Title:* |  |
| *Event/Tour Start Time:* |  |
| *Pick up time from school:* |  |
| *Leave time from venue:* |  |
| *Grades:* |  |
| *Number of Students:* |  |
| *Number of Adults:* |  |
| *Number of Wheelchairs:* |  |
| *Which “Severe Weather /Emergency Procedure” do you follow: (ex: Cincinnati Public Schools)* |  |
| ***\*\*\*Bus location at school for pick-up/drop-off & other special instructions for bus company. This area must be completed.*** | |
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| ***Emergency Phone Numbers:***  ***Art Links: 513-562-3031 or 513-482-1491 Petermann Bus Company: 513-531-8384*** |

*Revised 9/1/2018 2018-2019 Art Bus Request Form*