

Soph - U. FT

School-Related Student Trip Request Form

SUBMIT THIS FORM TWO (2) WEEKS PRIOR TO THE TRIP.

SCHOOL SCHS FACULTY MEMBER(S) SPONSORING TRIP Marion

TYPE OF TRIP (CHECK ONE):

- ☐ Classroom Field Trip ☒ Class Trip (i.e., junior, senior), specify sophomore
☐ Organization/Club Trip, specify _____ ☐ Other (athletic, band, if applicable)

DESTINATION Louisville Zoo ADDRESS 1100 Trevilian Way PHONE (502) 459-2181

☐ Out of State ☒ Out of County ☐ Within County Louisville 40213

☐ Overnight: give name, address, phone of lodging _____

DATE(S) OF TRIP 5/2 (4/19 alternate) DEPARTURE TIME 9 RETURN TIME 2:15

PURPOSE/EDUCATIONAL VALUE See animals' adaptations first hand and learn about their environments.

SOURCE OF FUNDING FOR TRIP Students

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.

BILL TRIP EXPENSES TO:

☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☒ OTHER, SPECIFY soph. class

NUMBER OF STUDENTS 200 FACULTY SPONSORS 4 OTHER CHAPERONES 116

TOTAL # OF PARTICIPANTS 220

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☒ YES, SEE PROCEDURE 09.36 AP.212.

☐ CERTIFICATED COMMON CARRIER; SPECIFY _____

☐ PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) _____

SUPERVISION (Attach list of names of adults accompanying students on trip.)

Have all chaperones undergone the required records AOC check and been designated by the principal/designee to supervise students? ☒ YES ☐ NO

A. Marion

Signature of Faculty Sponsor

1-16-13

Date

Trip has been ☒ approved ☐ disapproved. Reason for disapproval _____

[Signature]

Signature of Superintendent/Designee

1/18/13

Date

For overnight and/or out-of-state trips, approval of the superintendent and/or Board may be required by policy 09.36.

FIELD TRIP CHARGES

\$.93 per mile

Regular hourly rate for driver, plus overtime if driver's hours exceed 40 per week

Meals provided by sponsor: ☐ Yes ☒ No

Admission to event provided by sponsor: ☐ Yes ☒ No

Send copy to lunchroom: ☒ Yes ☐ No

Bus limits: 2 persons per seat

Overnight lodging: Single room

Driver time starts 15 min. before departure and ends 15 min. after arrival

Driver requested: 1. _____ 2. _____ Number of buses requested: 4 or 5

White Copy - Central Office

Yellow Copy - Bus Driver

Pink Copy - School Sponsor