

School-Related Student Trip Request Form

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

SCHOOL SCHS FACULTY MEMBER(S) SPONSORING TRIP Toebbe / Henderson
TYPE OF TRIP (CHECK ONE):
☒ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify science
☐ Organization/Club Trip, specify STEM/SLP/ICP ☐ Other (athletic, band, if applicable) Perkins Sub

DESTINATION Toyota ADDRESS _____ PHONE _____
☐ Out of State ☐ Out of County ☐ Within County
☐ Overnight: give name, address, phone of lodging _____

DATE(S) OF TRIP 2/5 DEPARTURE TIME 8:00 RETURN TIME 2:00
PURPOSE/EDUCATIONAL VALUE Tour Manufacturing Process evaluate
Practical Application of classical Mechanics and Technology
SOURCE OF FUNDING FOR TRIP Perkins - Bus/sub & student fees - sub

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

BILL TRIP EXPENSES TO:

☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☒ OTHER, SPECIFY Perkins's Student fees
NUMBER OF STUDENTS 42 FACULTY SPONSORS 2 OTHER CHAPERONES _____
TOTAL # OF PARTICIPANTS 44

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☐ YES, SEE PROCEDURE 09.36 AP.212.
☒ CERTIFICATED COMMON CARRIER; SPECIFY Commonwealth Bus (Perkins Tech)
☐ 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

[Signature]
Signature of Faculty Sponsor

1/31/13
Date

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

[Signature]
Signature of Superintendent/Designee

1/31/13
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: _____

White Copy - Central Office

Yellow Copy - Bus Driver

Pink Copy - School Sponsor