

Bus - 9  
Pumpkin - 5  
snack - 1  
15.00

## School-Related Student Trip Request Form

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

SCHOOL SCES

FACULTY MEMBER(S) SPONSORING TRIP Purple Pod (Ingram)

TYPE OF TRIP (CHECK ONE):

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

DESTINATION Devine's Pumpkin

ADDRESS 623 Talmage  
Mayo Road  
Harrisburg

PHONE 859-613-6900

☐ Out of State ☐ Out of County ☐ Within County

☐ Overnight: give name, address, phone of lodging \_\_\_\_\_

DATE(S) OF TRIP October 1st

DEPARTURE TIME 9:15

RETURN TIME 3:15

PURPOSE/EDUCATIONAL VALUE

Science - Plants & Animals

SOURCE OF FUNDING FOR TRIP

Parents

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

BILL TRIP EXPENSES TO:

☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY \_\_\_\_\_

NUMBER OF STUDENTS 96

FACULTY SPONSORS 9

OTHER CHAPERONES \_\_\_\_\_

TOTAL # OF PARTICIPANTS

105

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☒ NO

☐ YES, SEE PROCEDURE 09.36 AP.212.

☐ CERTIFICATED COMMON CARRIER; SPECIFY

Miller

☐ 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

Betty Ingram  
Signature of Faculty Sponsor

8-19-13  
Date

Trip has been ☐ approved ☐ disapproved. Reason for disapproval \_\_\_\_\_

Phil Miller  
Signature of Superintendent/Designee

8-20-13  
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: \_\_\_\_\_