

School-Related Student Trip Request Form

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

SCHOOL TES FACULTY MEMBER(S) SPONSORING TRIP Erin Kelley

TYPE OF TRIP (CHECK ONE):

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

DESTINATION Bowling Green, KY ADDRESS 1021 Wilkinson Trace
Bowling Green, KY 42103 PHONE 270-745-0088

☐ Out of State ☒ Out of County ☐ Within County

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

DATE(S) OF TRIP 10/31-11/1/14 DEPARTURE TIME 6:00pm RETURN TIME 8:00pm

PURPOSE/EDUCATIONAL VALUE Students will be participating in
the KY-ACAA All State Chorus

SOURCE OF FUNDING FOR TRIP Student paid

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 _____ FACULTY SPONSORS 1 OTHER CHAPERONES ~5

TOTAL # OF PARTICIPANTS _____

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

Erin Kelley
Signature of Faculty Sponsor

9/17/14
Date

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

Martina Arnold
Signature of Superintendent/Designee

9-23-14
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: _____