

Field Trip Request Forms
NELSON COUNTY BOARD OF EDUCATION
FIELD TRIP REQUEST FORM

General Information:

Teacher Name Lauren Goff School Old Kentucky Home Middle
 Grade/Subject 8/US History Funding Source Student Payments + Fundraising
 Destination & Address Washington, D.C.

Academic Information:

Academic Objective of Trip

Students will experience what they have learned about in the classroom
 Academic Pre-Trip Activities (Please attach plan.) All lesson plans apply

Academic Post-Trip Activities (Please attach plan.) All lesson plans apply

Transportation:

Number of Buses Needed 0 Time Leaving _____ Time Returning _____

Number of Students _____ Number of Adults _____ Compartments Needed _____

(CENTRAL OFFICE USE ONLY)

Date Called for Buses _____ Driver(s) Assigned _____

Date School Notified _____

Itemized Cost: Bus Drivers \$ _____ N/A _____ Mileage \$ _____ N/A _____ Cost per Child \$ _____ N/A _____

Signatures:

Lauren Goff
 Teacher

Principal

Superintendent/Director of Transportation

9-7-18
 Date

Date

Date

Field Trip Request Form- Overnight & Out-of-State Activity Request

School Old KY Home Middle Grade & Number of Students Attending 8/≈100

Person Making Request Lauren Goff Position Teacher

Overnight Activity ☒ Out-of State Activity ☒ Dates Scheduled March 21-25, 2018

Name of Activity 8th grade trip to Washington, D.C.

Location of Activity Washington, DC

Objectives of Activity For students to see the things they have been studying in person + experience traveling

Pre-trip preparatory activities planned (please attach appropriate documents) All lesson plans

Post-trip culminating activities planned (please attach appropriate documents) All lesson plans

Oral student presentations planned after trip Students will present for businesses + groups who donated to trip

Name(s) of certified staff attending Lauren Goff, Jennifer Ballard, Taylor Bumgardner, Valerie Dykes

Name(s) of other adults attending _____

Plan for handling student medication needs All certified staff are trained

Plan for supervision (day) Adult chaperones

Plan for supervision (night – please be specific for all hours of the night) Hired security guard from 10p-8a

Signed Lauren Goff Date 9-7-18

Principal [Signature] Date Approved 9-10-18

Superintendent [Signature] Date Approved 9-11-18

Review/Revised: 5/17/11