

FIELD TRIP REQUEST FORM

Name of School: District Robotics Team

Date of Field Trip: 3/20/2024 to 3/23/24

Days of School Missed: 3

Location of Field Trip: St. Louis, MO

Grade Level and Number of Students Attending: HS 32

Number of Chaperones Attending: 4

What form of transportation will be used?* Be Specific. Common Carrier

Have field trip rules been explained to the students and chaperones? YES ☒ NO ☐

Are there students being denied the right to attend due to finances? YES ☐ NO ☒

Does this trip comply with Title IX equity issues? YES ☒ NO ☐

Brief Description (Be specific regarding educational purpose):

FRC Regional Tournament - Students will be competing in regional robotics
competition, driving and repairing the robot, editing programming, analyzing
performance data of other robots, and marketing robot to other teams.

Please check the appropriate box:

☐ To be used for 1 (one) day trips using school bus or private automobile.*
NEEDS PRINCIPAL APPROVAL ONLY. PLEASE SEND ALL FORMS TO DISTRICT OFFICE.

☐ To be used for overnight trips, trips of more than one instructional day and Co-curricular/
Extracurricular trips.
TO BE APPROVED BY THE ASSISTANT SUPERINTENDENT.


☒ To be used for trips taken by common carrier.
TO BE APPROVED BY THE BOARD OF EDUCATION.

NOTE: FOR BOARD APPROVAL, THIS REQUEST SHOULD BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE BY NOON AT LEAST (11) WORKING DAYS PRIOR TO THE NEXT BOARD MEETING.

Sponsor Signature: Elizabeth Koch Digitally signed by Elizabeth Koch
Date: 2023.01.25 08:53:54 -05'00'

Principal Signature: _____ Date Approved: _____

DISTRICT OFFICE USE ONLY

Approved by:  Date: 3/4/24

* Drivers of private automobiles need to complete the Auto Insurance Affidavit Form.

Email

Print

Reset

Please print this form and email to mailto:tammy.jump@boone.kyschools.us

Executive Charter, Inc.
1810 Monmouth St. Newport KY 41071
859-261-8841
reservations@executivetransportation.org

Account Name: **BOONE COUNTY EDUCATION FOUNDATION** Acct ID: **6200087**

Address: **8830 US HWY 42 FLORENCE, KENTUCKY 41042**

Client Contact: **ELIZABETH KOCH** Phone#: **8596200087**

3/20/2024 12:00:00AM		IGNITE INSTITUTE	Confirmation# 2946649
MOTOR COACH 55	FROM:	IGNITE INSTITUTE: 37 ATLANTIC AVE. ERLANGER KY 41018	FARE: \$7,100.00
	TO:	ST. LOUIS, MO	TIPS:
TRIP REMARKS: 1ST OF 4 DAY TRIP; \$7,100 PLUS DRIVER'S ROOM AND GRATUITY			Total Fare \$7,100.00

Invoice Total: \$7,100.00

DEPOSIT: A \$100 deposit per motorcoach is required to reserve service. To avoid cancellation, the balance of the payment is due thirty (30) days prior to the event. If balance is not paid in full 30 days prior, trips can be cancelled without notice to fulfill company needs.

CANCELLATION: We have a 2 week cancellation policy. Cancellation less than two (2) weeks prior to service will result in forfeiture of all monies paid.

PAYMENTS: We accept credit card, check or EFT. Please make checks payable to: Executive Charter, Inc.

CREDIT CARD PROCESSING FEE: A processing fee of 3% will be added to all credit card payments.

PAST DUE AMOUNTS: A Finance Charge of 2% Per Month, 24% Annual Percentage Rate will be charge on all past due accounts.

PRICE VARIATIONS: The price quoted above is from terminal to terminal and is based upon the information originally given. Any changes may affect the original price quote.

AMENITIES such as wi-fi, PA system, electrical outlets, DVD players and TV monitors are provided at no charge. Therefore no refund will be issued for the failure of such amenities.

DAMAGE AND CLEAN UP FEES: If excessive clean up is required there will be an additional charge of \$250. You will be liable for any damage caused by the passengers of the bus.

ITINERARY: A specific itinerary is required 2 weeks before the trip, listing all locations and expected times for the driver(s).

NOTES: Please check the information above regarding your trip. Please contact us with any changes, corrections, or additions to your itinerary. Our staff is anxious to help you.

Please sign and return with your deposit to ensure your coach reservation.

Signature _____ Date _____