

Field Trip Request Form

This form is to be used by the staff when requesting permission to take a field trip. The completed form is to be submitted to the Superintendent one (1) week in advance of the next scheduled meeting of the Board.

Requesting School: Elizabethtown High School Organization/Team/Class: Girls' Basketball

Teacher(s) in Charge: Tim Mudd Donnie Swiney

Destination: Bowling Green, KY KHSAA Sweet 16

Date(s) of Trip: 3/7/12 - 3/11/12 Time of Departure TBA Time of Return TBA

**Approximate Mileage (one way) 80 Approximate Number of Students: 20

Number of Buses Required 1 Method of Transportation (if not school bus) _____

Number of Drivers Requested 1 John Poe

Will you stop for lunch? ☒ YES ☐ NO If "YES", where? Various Locations

* On school days, the return time should not exceed 2:00 PM.

** Driver/ Mileage calculations are located in the school office.

TRIP INFORMATION**Financial Costs**

Mileage	\$	<u>\$170.00</u>
Driver	\$	_____
Hotel	\$	<u>\$700.00</u>
Admission	\$	_____
Meals	\$	<u>\$700.00</u>
TOTAL	\$	<u>\$1,570.00</u>

Method of Payment

Student Payment	\$	_____
School Activity Acct.	\$	<u>\$700.00</u>
Special Funding	\$	_____
Athletic/Band Boosters	\$	<u>\$700.00</u>
EHS Budgeted Allotment	\$	_____
EIS BOARD OF ED	\$	<u>\$170.00</u>
TOTAL	\$	<u>\$1,570.00</u>

Names of chaperones (if applicable): Tim Mudd, Donnie Swiney, Jimmy Knight

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?

☒ YES ☐ NO

Number of Instructional Days lost 0

How will the experience be used and evaluated?

KHSAA Sweet 16 Tournament

TEACHER IS RESPONSIBLE FOR NOTIFYING CAFETERIA OF DETAILED LUNCH PLAN

Requested by Tim Mudd Date 9/23/11

Approved/Disapproved Steve Smallwood, Principal Date 9/23/11

Approved/Disapproved _____, Superintendent Date _____

Principal approval for all field trips.

Superintendent approval is required for all field trips over 65 miles one (1) way.

Board of Education approval is required for all overnight field trips.

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Destination Galt House, Hyatt, KY Convention Center, & Kentucky Center for the Arts--KMEA All-State Chorus Event

Date(s) of Trip 2/8 thru 2/10 Time of Departure TBA *Time of Return NA

Approximate Mileage (one way) 50 Approximate Number of Students 25

Number of Buses Required 1 Method of Transportation (if not school bus) _____

Will you stop for lunch? ☐ YES ☒ NO If "YES", where? _____

TEACHER IS RESPONSIBLE FOR NOTIFYING CAFETERIA OF DETAILED LUNCH PLAN

Number of Instructional Days lost #### Justification: What is to be learned? Performance Assessment

How will the experience be used and evaluated? Quality of performance--Music accuracy

Names of chaperones (if applicable) _____

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?

☐ YES ☐ NO

TRIP INFORMATION**Financial Costs**

Mileage	\$	<u>\$170.00</u>
Driver	\$	<u>\$80.00</u>
Hotel	\$	_____
Admission	\$	_____
Meals	\$	_____
TOTAL	\$	<u>\$250.00</u>

Method of Payment

Student Payment	\$	_____
School Activity	\$	<u>\$250.00</u>
Special Funding	\$	_____
Athletic/Band Boosters	\$	_____
EHS Budgeted Allotment	\$	_____
EIS BOARD OF ED	\$	_____
TOTAL	\$	<u>\$250.00</u>

Requested by Katie M. Bennett Date 9/21/11

Approved/Disapproved Steve Smallwood, Principal Date 9/22/11

Approved/Disapproved _____, Superintendent Date _____

Principal approval for all field trips.

Superintendent approval is required for all field trips over 65 miles one (1) way.

Board of Education approval is required for all overnight field trips.

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**We would like for the bus to return at approximately 4:30 to transport us to dinner and back to John Hardin for the co

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Destination Washington, D.C.

Date(s) of Trip 4/19/12-4/22/12 Time of Departure 7:00 p.m. *Time of Return 10:00 p.m.

Approximate Mileage (one way) _____ Approximate Number of Students 42

Number of Buses Required 1 Method of Transportation (if not school bus) Motor Coach

Will you stop for lunch? ☒ YES ☐ NO If "YES", where? En route - fast food

TEACHER IS RESPONSIBLE FOR NOTIFYING CAFETERIA OF DETAILED LUNCH PLAN

Number of Instructional Days lost 1 Justification: What is to be learned? Dixie Classic Performance

How will the experience be used and evaluated? Assessment/Festival

Names of chaperones (if applicable) Mark Webster, Mark Eck, Sue Steffy

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?

☒ YES ☐ NO

TRIP INFORMATION**Financial Costs**

Mileage	\$	<u>\$7,450.00</u>
Hotel	\$	<u>242 .00 per stud.</u>
Meals	\$	_____
Admission	\$	_____
TOTAL	\$	_____

Method of Payment

Student Payment	\$	_____	x
School Activity Account	\$	_____	x
Athletic Boosters	\$	_____	
Band Boosters	\$	_____	

Requested by Mark A. Webster Date 9/22/11

Approved/Disapproved Beth Mather, Principal Date 9/22/11

Approved/Disapproved _____, Superintendent Date _____

Principal approval for all field trips.

Superintendent approval is required for all field trips over 65 miles one (1) way.

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Destination Louisville, Galt House & Kentucky Center for Arts

Date(s) of Trip 2/8/12thru2/11/12 Time of Departure tba *Time of Return tba

Approximate Mileage (one way) 50 Approximate Number of Students 10

Number of Buses Required 1 Method of Transportation (if not school bus) _____

Will you stop for lunch? ☐ YES ☐ NO If "YES", where? tba

TEACHER IS RESPONSIBLE FOR NOTIFYING CAFETERIA OF DETAILED LUNCH PLAN

Number of Instructional Days lost 2.5 Justification: What is to be learned? performance assessment

How will the experience be used and evaluated? KMEA All-State Chorus (Junior High)

Names of chaperones (if applicable) Katie Bennett, TBA

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?

☐ YES ☐ NO

TRIP INFORMATION**Financial Costs**

Mileage \$ _____

Hotel \$ _____

Meals \$ _____

Admission \$ _____

TOTAL \$ _____ TBA

Method of Payment

Student Payment \$ _____

School Activity Account \$ _____ X

Athletic Boosters \$ _____

Band Boosters \$ _____

Requested by Katie Bennett Date 9/12/11

Approved/Disapproved Beth Mather, Principal Date 9/13/11

Approved/Disapproved _____, Superintendent Date _____

Principal approval for all field trips.

Superintendent approval is required for all field trips over 65 miles one (1) way.

Board of Education approval is required for all overnight field trips.

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