

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. Complete pertinent information on next page.

Destination Lexington (Henry Clay HS)

Date(s) of Trip 3/29/14 - 3/30/14 Time of Departure 9:00 am (3/29) *Time of Return 8 pm (3/30)

Approximate Mileage (one way) 85 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 0 Justification: What is to be learned? _____

How will the experience be used and evaluated? _____

Names of chaperones (if applicable) Don Pitts, Kevin Swift, Eric Sullivan, Donnie Swift

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>\$187.00</u>
Driver	\$	<u>\$200.00</u>
Hotel	\$	<u>\$900.00</u>
Admission	\$	_____
Meals	\$	<u>\$500.00</u>
TOTAL	\$	<u>\$1,787.00</u>

Method of Payment

Student Payment	\$	_____
School Activity Acct	\$	_____
Athletic Boosters	\$	_____
Band Boosters	<u>\$1,787.00</u>	_____
EIS BOARD OF ED	_____	_____
TOTAL	<u>\$1,787.00</u>	_____

Requested by Don Pitts Date 11/21/13

Approved/Disapproved Steve Smallwood, Principal Date 11/21/13

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.

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