

School-Related Student Trip Request Form

PO # ~~1377~~ 1371

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

SCHOOL CHS

FACULTY MEMBER(S) SPONSORING TRIP Crockett/Nash

TYPE OF TRIP (CHECK ONE):

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

DESTINATION Franklin Co HS

☐ Out of State ☒ Out of County ☐ Within County

ADDRESS Georgetown Rd
Frankfort Ky PHONE _____

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

DATE(S) OF TRIP 1/10/14

DEPARTURE TIME 3:00

RETURN TIME 7:30

PURPOSE/EDUCATIONAL VALUE Archery Team

SOURCE OF FUNDING FOR TRIP Athletics

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.

BILL TRIP EXPENSES TO:

- ☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☒ OTHER, SPECIFY Athletics
NUMBER OF STUDENTS 15 FACULTY SPONSORS 2 OTHER CHAPERONES _____
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

Signature of Faculty Sponsor James Crockett

Date 1/8/14

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

Signature of Superintendent/Designee Mike Marley

Date 1/9/14

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

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: _____

Using white WHAS Van

White Copy - Central Office

Yellow Copy - Bus Driver

Pink Copy - School Sponsor