

**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 State Tennis Tournament, University of Kentucky, Lexington

Date(s) of Trip May 14-16, 2014 Time of Departure 4:00 p.m. (5/14) \*Time of Return 2:00 p.m. (5/16)

Approximate Mileage (one way) 90 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? \_\_\_\_\_

**TEACHER IS RESPONSIBLE FOR NOTIFYING CAFETERIA OF DETAILED LUNCH PLAN**

Number of Instructional Days lost 2 Justification: What is to be learned? Participate in State Tennis Tournament

How will the experience be used and evaluated? \_\_\_\_\_

Names of chaperones (if applicable) Karen Henson, Roger Henson

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>\$306.00</u>
Driver	\$	<u>\$160.00</u>
Hotel	\$	<u>\$960.00</u>
Admission	\$	_____
Meals	\$	_____
<b>TOTAL</b>	\$	<u>\$1,426.00</u>

**Method of Payment**

Student Payment	\$	_____
School Activity	\$	<u>\$960.00</u>
Special Funding	\$	_____
Athletic/Band Boosters	\$	_____
EHS Budgeted Allotment	\$	_____
EIS BOARD OF ED	\$	<u>\$466.00</u>
<b>TOTAL</b>	\$	<u>\$1,426.00</u>

Requested by Karen Henson Date 11/20/13

Approved/Disapproved Steve Smallwood, Principal Date 12/12/13

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.