

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, KY for Bluegrass State Games

Date(s) of Trip Aug 1 - 3, 2014 Time of Departure 12:00 PM *Time of Return 3:00 PM

Approximate Mileage (one way) 100 Approximate Number of Students 13

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? Sportsmanship/leadership/competitive skills

How will the experience be used and evaluated? to advance team skills

Names of chaperones (if applicable) Bart Catlett

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>\$195.50</u>
Driver	\$	<u>\$240.00</u>
Hotel	\$	<u>\$1,000.00</u>
Admission	\$	<u>\$250.00</u>
Meals	\$	
TOTAL	\$	<u>\$1,685.50</u>

Method of Payment

Student Payment	\$	
School Activity Acct	\$	
Athletic Boosters	\$	<u>\$ 1,685.50</u>
Band Boosters	\$	

Requested by Bart Catlett Date 6/17/14

Approved/Disapproved Steve Smallwood, Principal Date 6/17/14

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.