# STUDENTS 09.36 AP.21

School‑Related Student Trip Request Form

Submit this form one week prior to the Board meeting.

Faculty Member(s) sponsoring trip ­\_\_Elizabeth Kirby – Preschool Teacher

Type of Trip (check one):

X🞏 Classroom Field Trip 🞏 Class Trip (i.e., junior, senior), specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Organization/Club Trip, specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏 Other (athletic, band, if applicable) \_\_\_

Destination \_\_Sunrock Farm\_\_\_\_\_\_\_\_\_\_Address \_\_Wilder, KY\_\_\_\_\_Phone \_\_\_\_\_\_\_\_\_\_\_\_

🞏 Out of State 🞏 Out of County X🞏 Within County

🞏 Overnight; give name, address, phone of lodging \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) of Trip\_\_October\_8\_\_ Departure Time \_\_\_9:30\_\_\_\_\_\_\_\_\_ Return Time \_\_\_1:30\_\_

Purpose/Educational Value \_Concrete, Hands-on experiences in the areas of Transportation, geography, Plants, animals, weather changes, seasons, discussion of community workers (bus driver, farmers), Social Studies Benchmark #1- Basic understanding in the world one lives. Science Standard Benchmark #4 -

Source of funding for trip \_\_\_$10. ea. (+$$bus) Seeking Grant for cost reduction\_\_\_\_\_\_\_\_

*No student shall be denied the trip because of an inability to pay.*

Bill trip expenses to: 🞏 sponsoring organization 🞏 school council X🞏 board 🞏 other, specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of: students \_\_21\_\_\_\_ faculty sponsors \_\_\_2\_\_\_\_\_ other\_ chaperones \_Parents\_\_\_

Total # of Participants \_\_30\_\_\_

Mode of Transportation

X🞏 Certificated common carrier; specify \_\_\_\_\_Tank, Bellevue or Newport Buses\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

🞏 Private vehicle, as allowed by policy; specify driver(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervision (Attach list of names of adults accompanying students on trip.)

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? X🞏 Yes 🞏 No

\_\_\_\_\_\_\_\_\_\_Elizabeth Kirby\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_9/5/14\_\_\_\_\_\_\_

***Signature of Faculty Sponsor Date***

Trip has been 🞏 approved 🞏 disapproved. Reason for disapproval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***Signature of Board Chairperson Date***

For overnight and/or out-of-state trips, approval of the Board may be required by policy 09.36.

Related Procedures:

09.36 AP.211, 09.36 AP.23

Review/Revised:7/11/13