

## School-Related Student Trip Request Form

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

SCHOOL SCES / TES FACULTY MEMBER(S) SPONSORING TRIP B. Kynzel

TYPE OF TRIP (CHECK ONE):

- ☐ Classroom Field Trip ☒ Class Trip (i.e., junior, senior), specify G/T 4-5 graders  
☐ Organization/Club Trip, specify \_\_\_\_\_ ☐ Other (athletic, band, if applicable)

DESTINATION Actors Theatre ADDRESS 3116 W. Main PHONE 502-585-1210  
Louisville

☐ Out of State ☒ Out of County ☐ Within County

☐ Overnight: give name, address, phone of lodging \_\_\_\_\_

DATE(S) OF TRIP Fri. Dec. 5, '14 DEPARTURE TIME 9:00 RETURN TIME 3:00

PURPOSE/EDUCATIONAL VALUE \_\_\_\_\_

SOURCE OF FUNDING FOR TRIP Student & G/T funds.

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

BILL TRIP EXPENSES TO:

☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☒ OTHER, SPECIFY GT services

NUMBER OF STUDENTS 65 FACULTY SPONSORS 3 OTHER CHAPERONES 7

TOTAL # OF PARTICIPANTS 75

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☒ NO ☐ YES, SEE PROCEDURE 09.36 AP.212.

☒ CERTIFICATED COMMON CARRIER; SPECIFY Fischer

☐ 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

Carol Herrick

Signature of Faculty Sponsor

10/31/14

Date

Trip has been ☒ approved ☐ disapproved. Reason for disapproval \_\_\_\_\_

Maurann Arnold

Signature of Superintendent/Designee

11-24-14

Date

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

Send copy to lunchroom: ☐ Yes ☐ No

Bus limits: 2 persons per seat

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: \_\_\_\_\_

Attr: Shannon

**Spencer County Elementary and Taylorsville Elementary Schools**

**Friday, December 5, 2014 Trip to Actors Theatre and The Old Spaghetti Factory**

Pick up at SCES at 9:00AM

Pick up at TES at 9:15AM

Drop off at 316 W. Main Actors Theatre – 10:15AM

Pick up at Actors Theatre at – 12:30PM\*

Drop off at The Old Spaghetti Factory - 235 W. Market St, Louisville – 12:45PM\*

Pick up at The Old Spaghetti Factory – 2:15PM\*

Return to SCES at 3:15PM\*

Return to TES at 3:15PM\*

\*These times are approximate based on traffic patterns and performance and wait times at restaurant.

**Contact Information:**

Please call **Carol** for any questions regarding this trip.

**Carol Herndon, 502-232-2306**

Email: **carol.herndon@spencer.kyschools.us**

Sherry Baird, 502-639-8393

Brandie Kinzel, 502-554-3305