

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 KHSAA Sweet 16, Bowling Green, KY

Date(s) of Trip 3/11-15/15 Time of Departure TBA *Time of Return TBA

Approximate Mileage (one way) 80 Approximate Number of Students 15

Number of Buses Required 1 Method of Transportation (if not school bus) Possible Charter Bus

Will you stop for lunch? ☒ YES ☐ NO If "YES", where? TBA

TEACHER IS RESPONSIBLE FOR NOTIFYING CAFETERIA OF DETAILED LUNCH PLAN

Number of Instructional Days lost 0 Justification: What is to be learned? Sweet 16 State Tournament

How will the experience be used and evaluated? Tim Mudd, Donnie Swiney, Jimmy Knight

Names of chaperones (if applicable) Tim Mudd, Donnie Swiney, Jimmy Knight

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>\$212.50</u>
Driver	\$	<u>\$480.00</u>
Hotel	\$	<u>\$2,070.00</u>
Admission	\$	<u></u>
Meals	\$	<u>\$3,000.00</u>
TOTAL	\$	<u>\$3,212.50</u>

Method of Payment

Student Payment	\$	<u></u>
School Activity Acct	\$	<u>\$5,070.00</u>
Athletic Boosters		<u></u>
Band Boosters	\$	<u></u>
Board Pd		<u>\$692.50</u>


Requested by Tim Mudd Date 8/19/14

Approved/Disapproved Steve Smallwood, Principal Date 10/15/14

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.