

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 New Castle, IN
 Date(s) of Trip 1/9-10/15 Time of Departure TBA *Time of Return TBA
 Approximate Mileage (one way) 200 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? _____
 How will the experience be used and evaluated? Preparation for postseason
 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>\$383.00</u>
Driver	\$	_____
Hotel	\$	_____
Admission	\$	_____
Meals	\$	<u>\$500.00</u>
TOTAL	\$	_____

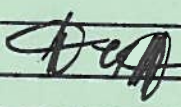
Method of Payment

Student Payment	\$	_____
School Activity Acct	\$	_____
Athletic Boosters	\$	<u>883</u>
Band Boosters	\$	_____

Requested by Tim Mudd Date 9/4/14
 Approved/Disapproved Steve Smallwood, Principal Date 9/16/14
 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.