

**FIELD STUDY REQUEST FORM  
FOR SBDM APPROVAL**

(Complete this form prior to the next SBDM Meeting for SBDM Approval as all Field Study Requests must be approved by SBDM. Once approved, complete the Central Office Student Trip Request form)

Teacher: Finely, Hickerson, Waller Grade/Section: 3rd  
Destination: Shaker Village Miles to Destination from School: 59.5 (apx)  
Date of Trip: 5-21-15 Time of Departure: 9:00  
Time of Return: 2:00 Number of Children: 68  
Time of Adults: 4+ chaperones Number of Buses Needed: 2

What arrangements were made with lunchroom manager regarding lunch? (Check One)

☐ No Change In Schedule ☐ Change In Time To: \_\_\_\_\_  
☒ Sack Lunches ☐ Eat Out

What provisions have been made for those children who are unable to go?

We will make arrangements if needed.

If this field trip impacts special areas, please notify special area teachers, in writing.

Identify the Core Content (number and description) to which this field trip relates.

RI.3.9 Identify the dif. and similarities btwn two texts or pieces of info on the same topic

Identify the pre-trip activities you will use to prepare your students.

We will be working on the curriculum provided by Shaker Village: Writing about Shaker life, customs, traditions, and craftsmanship

Identify the post-trip activities you plan for your students to complete.

We will have a class discussion to compare and contrast their culture and ours.

Teachers' Signature(s)

Amber Waller

**RESERVATION INFORMATION:**

Admission Fee Per Student: \$5.00 Per Adult: \$5.00

Reserved Bus #: \_\_\_\_\_ Cost of Bus: \$400.00

(BUS COSTS: \$17 per hour per bus driver, 50¢ per mile per bus)

Reservations made by: Devona Hickerson / 3rd Grade team

\$8.00  
per  
student  
w/ bus

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## School-Related Student Trip Request Form

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

SCHOOL TES FACULTY MEMBER(S) SPONSORING TRIP DeVona Hickerson  
Amber Waller and Kim Finley  
TYPE OF TRIP (CHECK ONE):  
☐ Classroom Field Trip ☒ Class Trip (i.e., junior, senior), specify 3rd grade team trip  
☐ Organization/Club Trip, specify \_\_\_\_\_ ☐ Other (athletic, band, if applicable)  
DESTINATION Shaker Village ADDRESS 3501 Lexington Rd PHONE \_\_\_\_\_  
Hannadsburg, Ky. 40330  
☐ Out of State ☒ Out of County ☐ Within County  
☐ Overnight: give name, address, phone of lodging \_\_\_\_\_  
DATE(S) OF TRIP May 21, 2015 DEPARTURE TIME 9:00 RETURN TIME 2:30  
PURPOSE/EDUCATIONAL VALUE Compare / Contrast cultures  
of the past to today. (traditions, culture, etc.)  
SOURCE OF FUNDING FOR TRIP parents

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

### BILL TRIP EXPENSES TO:

☐ SPONSORING ORGANIZATION ☒ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY \_\_\_\_\_  
NUMBER OF STUDENTS 68 FACULTY SPONSORS 4 OTHER CHAPERONES \_\_\_\_\_  
TOTAL # OF PARTICIPANTS 72

### MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☒ YES, SEE PROCEDURE 09.36 AP.212.  
☐ CERTIFICATED COMMON CARRIER; SPECIFY \_\_\_\_\_  
☒ 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

DeVona Hickerson

Signature of Faculty Sponsor

4-16-15

Date

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

Signature of Superintendent/Designee

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 \$.50 per Patty Lancaster  
Regular hourly rate for driver, plus overtime if driver's hours exceed 40 per week

Meals provided by sponsor: ☒ Yes ☐ No

Sack lunches - will turn in a confirmed count.

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. Stephanie Bond 2. Tracy Devore Number of buses requested: 2



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Teacher: Kay Pence Grade/Section: 1<sup>ST</sup>  
Destination: Louisville Zoo Miles to Destination from School: 33.1 miles  
Date of Trip: May 6<sup>TH</sup> Time of Departure: 9:00am  
Time of Return: 2:00pm Number of Children: 68  
Time of Adults: \_\_\_\_\_ Number of Buses Needed: 2

What arrangements were made with lunchroom manager regarding lunch? (Check One)

\_\_\_\_\_ No Change In Schedule \_\_\_\_\_ Change In Time To: \_\_\_\_\_  
X Sack Lunches \_\_\_\_\_ Eat Out

What provisions have been made for those children who are unable to go?

Go to a 2<sup>ND</sup> grade room

If this field trip impacts special areas, please notify special area teachers, in writing.

Identify the Core Content (number and description) to which this field trip relates.

Science - Animals and their Habitats  
Social Studies - Different Climate

Identify the pre-trip activities you will use to prepare your students.

Where different live and their Habitats

Identify the post-trip activities you plan for your students to complete.

What animal would you be and what traits do you need to live there?

Teachers' Signature(s)

Kay Pence

**RESERVATION INFORMATION:**

Admission Fee Per Student: \$7.00 + \$3.00 Bus = \$10.00 Per Adult: \$7.00  
Reserved Bus #: \_\_\_\_\_ Cost of Bus: \$147 per bus

(BUS COSTS: \$17 per hour per bus driver, \$.93 per mile per bus)

Reservations made by: \_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_