

School-Related Student Trip Request Form

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

SCHOOL SCES FACULTY MEMBER(S) SPONSORING TRIP A Phillips

TYPE OF TRIP (CHECK ONE):

- ☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify _____
☒ Organization/Club Trip, specify Student Council ☐ Other (athletic, band, if applicable) _____

DESTINATION Ronald McDonald House ADDRESS 550 1st St Louisville, KY PHONE 502-581-1416
Old Spaghetti Factory ADDRESS 235 W Market St Louisville, KY PHONE 502-581-1070

☐ Out of State ☒ Out of County ☐ Within County

☐ Overnight: give name, address, phone of lodging _____

DATE(S) OF TRIP 5/12/15 DEPARTURE TIME 4:00 pm RETURN TIME 8:30 pm

PURPOSE/EDUCATIONAL VALUE To donate our collected tabs & take part in a community service activity

SOURCE OF FUNDING FOR TRIP Students

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 12 FACULTY SPONSORS 2 OTHER CHAPERONES _____

TOTAL # OF PARTICIPANTS 14

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☒ YES, SEE PROCEDURE 09.36 AP.212. 2 school vans

☐ 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

A Phillips
Signature of Faculty Sponsor

5/1/15
Date

Trip has been ☒ approved ☐ disapproved. Reason for disapproval _____

M. Z.
Signature of Superintendent/Designee

5-1-15
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. Ashley Phillips 2. Gina McInnis Number of buses requested: 2 vans

Instructional Plan for Field Study/Special Event Learning Experience

Teacher:

A Phillips

Class:

SCES Student Council

Date:

5/12/15

4:00-8:30

Instructional Plan

Content Connection:

Targeted Standard:

PRE Activities

* collected tabs to donate

* various leadership activities

POST Activities

* students will share about their experience via Bearly News

Reading/Writing/Math/Science/Social Studies/Arts and Humanities Strategies
(Use any that apply)

Choose one post-assessment of learning activity:

☐ Open Response Prompt:

☒ Student Product: Thank you letter to RmH

☐ Performance Event:

☐ Writing for Authentic Audience:

Adaptations or Special Strategies (if applicable)