

School-Related Student Trip Request Form

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

SCHOOL TES FACULTY MEMBER(S) SPONSORING TRIP District Initiative

TYPE OF TRIP (CHECK ONE):

- ☐ Classroom Field Trip ☒ Class Trip (i.e., junior, senior), specify 5th grade
☐ Organization/Club Trip, specify _____ ☐ Other (athletic, band, if applicable)

DESTINATION SCMS ADDRESS _____ PHONE _____

- ☐ Out of State ☐ Out of County ☒ Within County
☐ Overnight: give name, address, phone of lodging _____

DATE(S) OF TRIP May 22, 2015 DEPARTURE TIME 9:00 RETURN TIME 12:15
PURPOSE/EDUCATIONAL VALUE orientation and tour of SCMS
SOURCE OF FUNDING FOR TRIP SADM

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 69 FACULTY SPONSORS 4-5 OTHER CHAPERONES 0
TOTAL # OF PARTICIPANTS 73-74 Graves / Giericki / Tipton / Boos

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.) all district employees

Have all chaperones undergone the required records AOC check and been designated by the principal/designee to supervise students? ☒ YES ☐ NO

Heidi Huns
Signature of Faculty Sponsor

5-13-15
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

Regular hourly rate for driver, plus overtime if driver's hours exceed 40 per week

Admission to event provided by sponsor: ☐ Yes ☒ No

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: 2

Meals provided by sponsor: ☐ Yes ☒ No

Eating lunch @ SCMS
Send copy to lunchroom: ☒ Yes ☐ No

Bus limits: 2 persons per seat