

School-Related Student Trip Request Form

Submit this form one (1) week prior to the trip.

SCHOOL mcHS

FACULTY MEMBER(S) SPONSORING TRIP

Todd Farmer

TYPE OF TRIP (CHECK ONE):

☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify _____☐ Organization/Club Trip, specify _____☒ Other (athletic, band, if applicable) College Craze ^{10-11th}DESTINATION Asbury & K.U. Berea

ADDRESS

101 Chestnut St. Berea Ky 40403

PHONE

859-985-3000☐ Out of State ☒ Out of County ☐ Within County☒ Overnight; give name, address, phone of lodgingBerea College - 101 Chestnut
St. Berea Ky. 40403 859-985-3000.

DATE(S) OF TRIP

June 1st & 2nd, 2015

DEPARTURE TIME

8:30 a.m.

RETURN TIME

5:30 p.m.

PURPOSE/EDUCATIONAL

VALUE:

(5) Touring College Campus sites

SOURCE OF FUNDING FOR TRIP

Summer programs000 1158 0582 220 X

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

BILL TRIP EXPENSES TO: ☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD☒ OTHER, SPECIFYFed. Programs

NUMBER OF: STUDENTS

35

FACULTY SPONSORS

3

OTHER CHAPERONES

TOTAL # OF PARTICIPANTS

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED?

☐ NO☒ YES, SEE PROCEDURE 09.36 AP.212.☒ CERTIFICATED COMMON CARRIER; SPECIFYBus☐ 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 CHECK AND BEEN DESIGNATED BY THE PRINCIPAL/DESIGNEE TO SUPERVISE STUDENTS? ☒ YES ☐ NODeputy Superintendent
Signature of Faculty Sponsor4-21-15

Date

Trip has been ☐ approved ☐ disapproved. Reason for disapproval _____Signature of Principal4-21-15

Date

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.

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.212, 09.36 AP.23

RECEIVED
APR 27 2015
MCPS

Review/Revised: 7/10/01

<i>Cost per night</i>	139
<i>Number of nights</i>	2
<i>Lodging rate</i>	
<i>Meals</i>	Yes
<i>Estimated total meal cost</i>	60
<i>Meals/Mileage/Parking/Lodging Code</i>	Perkins 5152147-0580-348A
<i>Grand total of expenses</i>	358

***An overnight stay is required for reimbursement of any meals. Meals reimbursed at rate of \$7/\$8/\$15 or \$8/\$9/\$19 (high rate areas). For lodging to be reimbursed, an original, itemized receipt is required. Registration fee, parking tolls, etc. may be reimbursed with original receipts. Credit card slips, registration forms, or check copies are not accepted as receipts. A Travel Voucher (03.125 AP.22) must be completed after the conference/workshop, etc., to receive reimbursement for actual expenses.**

Notes

Reviewed/Revised: 01/12/2015

STUDENTS

09.36 AP.21

Faculty member(s) sponsoring trip	Daniel Mattingly
Type of trip (i.e. classroom, organization, club, athletic, band)	Agriculture Communications class
Destination name	Rupp Arena
Destination address	430 W. Vine St. Lexington, KY 40507
Destination phone	1-859-233-4567
Lodging name	Hilton Hotel
Lodging address	369 W. Vine St., Lexington, KY 40507
Lodging phone	1-888-370-0980
Date(s) of trip	June 9-11
Time of departure	08:00 am
Purpose/Educational value	To compete in state competition as well as attend leadership workshops
Source of funding for trip	Perkins
<i>No student shall be denied the trip because of the inability to pay.</i>	
Bill trip expenses to (i.e. Sponsoring organization, school council, Board)	Perkins

Number of students	17
Number of faculty sponsors	2
Other chaperones	2
Total number of participants	21

Supervision (Attach list of names of students and chaperones)

State FFA Convention - 2015.docx

[view](#)

Added 4/7/2015 9:51:00 AM

Add a File

Have all chaperones undergone the required records check and been Yes designated by the principal/designee to supervise students?

Reviewed/Revised: 01/12/15

School Bus Request

This authorization for the use of this vehicle is valid for the use of said vehicle as a "School Bus" and for no other purpose.

Buses needed	1
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**If more than one bus is needed, please submit a 'School Bus Request' form for each additional bus.*

Destination	Lexington, KY
Date(s) of trip	June 9-11
Group requesting bus	Agriculture dept.
Purpose of trip	State FFA Convention
Bus pick-up time	07:00 am
Bus return time	03:00 pm
When transporting items that cannot be held in lap of students, under storage will be required to store these items.	Under storage will be required
Account to be charged	Perkins 5152147-0894-348A

Blank Student List Template

Faculty supervision will be provided for this trip. At least one member of our faculty will ride in each bus. A copy of the list of pupils that are assigned to ride this particular school bus can be uploaded below. The driver will be given a copy and the school should also keep a copy of all riders on file.

State FFA Convention - 2015.docx

[view](#)

Added 4/7/2015 9:56:00 AM

Employee Signature

Lodging rate

Meals

No

*Estimated **total** meal cost**Meals/Mileage/Parking/Lodging Code*

Grand total of expenses

0

***An overnight stay is required for reimbursement of any meals. Meals reimbursed at rate of \$7/\$8/\$15 or \$8/\$9/\$19 (high rate areas). For lodging to be reimbursed, an original, itemized receipt is required. Registration fee, parking tolls, etc. may be reimbursed with original receipts. Credit card slips, registration forms, or check copies are not accepted as receipts. A Travel Voucher (03.125 AP.22) must be completed after the conference/workshop, etc., to receive reimbursement for actual expenses.**

Notes

As chaperones we pay same as the kids and will not need any substitute.

Reviewed/Revised: 01/12/2015

STUDENTS

09.36 AP.21

Faculty member(s) sponsoring trip

Karen Cobb, Kelly Allen,

Type of trip (i.e. classroom, organization, club, athletic, band)

Beta Club

Destination name

Opryland Hotel

Destination address

2800 Opryland Drive
Nashville TN 37214

Destination phone

1-615-889-1000

Lodging name

Opryland Hotel

*Lodging address*2800 Opryland Drive
Nashville TN 37214*Lodging phone*

1-615-889-1000

Date(s) of trip

June 26 - June 28

Time of departure

07:00 am

Purpose/Educational value

To compete and participate at National Beta Convention

Source of funding for trip

Beta students

No student shall be denied the trip because of the inability to pay.

Bill trip expenses to (i.e. Sponsoring organization, school council, Board)

LMS BETA

Number of students

35

Number of faculty sponsors

3

Other chaperones 1

Total number of participants 39

Supervision (Attach list of names of students and chaperones)

Copy of Nashville trip.xlsx
Added 4/15/2015 9:15:00 AM

[view](#)

Add a File

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? Yes

Reviewed/Revised: 01/12/15

School Bus Request

This authorization for the use of this vehicle is valid for the use of said vehicle as a "School Bus" and for no other purpose.

Buses needed Yes

**If more than one bus is needed, please submit a 'School Bus Request' form for each additional bus.*

Destination	Nashville
Date(s) of trip	June 26 - 28
Group requesting bus	LMS Beta
Purpose of trip	National Convention
Bus pick-up time	07:00 am
Bus return time	07:00 pm
When transporting items that cannot be held in lap of students, under storage will be required to store these items.	Under storage will be required
Account to be charged	LMS BETA

Blank Student List Template

Faculty supervision will be provided for this trip. At least one member of our faculty will ride in each bus. A copy of the list of pupils that are assigned to ride this particular school bus can be uploaded below. The driver will be given a copy and the school should also keep a copy of all riders on file.

Copy of Nashville trip.xlsx
Added 4/15/2015 9:16:00 AM

[view](#)

Employee Signature

Signed: **Karen Cobb**

Stamped: Wed Apr 15 10:16:22 EDT 2015; 4/15/2015 9:16:23 AM; 2015-04-15
14:16:23Z; 170.185.150.19; Employee - #252 - KAREN COBB

Principal Signature

Number of nights

Lodging rate

Meals

No

Estimated **total** meal cost

Meals/Mileage/Parking/Lodging Code

Perkins 2015-16

Grand total of expenses

\$150

***An overnight stay is required for reimbursement of any meals. Meals reimbursed at rate of \$7/\$8/\$15 or \$8/\$9/\$19 (high rate areas). For lodging to be reimbursed, an original, itemized receipt is required. Registration fee, parking tolls, etc. may be reimbursed with original receipts. Credit card slips, registration forms, or check copies are not accepted as receipts. A Travel Voucher (03.125 AP.22) must be completed after the conference/workshop, etc., to receive reimbursement for actual expenses.**

Notes

Reviewed/Revised: 01/12/2015

STUDENTS

09.36 AP.21

Faculty member(s) sponsoring trip

Daniel Mattingly and
James Followell

Type of trip (i.e. classroom, organization, club, athletic, band)

club

Destination name

KY FFA Leadership
Training Center

Destination address

111 FFA Camp Rd.,
Hardinsburg, KY 40143

Destination phone

1-270-756-2301

Lodging name

KY FFA Leadership
Training Center

Lodging address

111 FFA Camp Rd,
Hardinsburg, KY 40143

Lodging phone

1-270-756-2301

Date(s) of trip

July 13-17

Time of departure

08:00 am

Purpose/Educational value

develop leadership skills and train 2015-16 executive team members for their responsibilities

Source of funding for trip

FFA

*No student shall be denied the trip because of the inability to pay.*Bill trip expenses to (i.e. Sponsoring organization, school council,
Board)

FFA

Number of students

17

Number of faculty sponsors 2

Other chaperones 2

Total number of participants 21

Supervision (Attach list of names of students and chaperones)

KY FFA Leadership Training Center Participants.docx
Added 5/6/2015 1:54:00 PM

[view](#)

Add a File

Have all chaperones undergone the required records check and been Yes designated by the principal/designee to supervise students?

Reviewed/Revised: 01/12/15

School Bus Request

This authorization for the use of this vehicle is valid for the use of said vehicle as a "School Bus" and for no other purpose.

Buses needed 1

**If more than one bus is needed, please submit a 'School Bus Request' form for each additional bus.*

Destination KY FFA Leadership Training Center

Date(s) of trip July 13-17

Group requesting bus FFA

Purpose of trip attend FFA Camp

Bus pick-up time 07:00 am

Bus return time 03:00 pm

When transporting items that cannot be held in lap of students, under storage will be required to store these items. Under storage will be required

Account to be charged FFA

Blank Student List Template

Faculty supervision will be provided for this trip. At least one member of our faculty will ride in each bus. A copy of the list of pupils that are assigned to ride this particular school bus can be uploaded below. The driver will be given a copy and the school should also keep a copy of all riders on file.

KY FFA Leadership Training Center Participants.docx
Added 5/6/2015 1:56:00 PM

[view](#)

Employee Signature

Signed: **Daniel Mattingly**

Stamped: