

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 Ames, Iowa for Future Problem Solving Program International Event

Date(s) of Trip 6/11/2015 Time of Departure 8:00 AM *Time of Return 6/14/201

Approximate Mileage (one way) 655 Approximate Number of Student 4

Number of Buses Required 0 Method of Transportation (if not school bus) Chuck Pearsall

Will you stop for lunch? ☒ YES ☐ NO If "YES", where? McDonald's

TEACHER IS RESPONSIBLE FOR NOTIFYING CAFETERIA OF DETAILED LUNCH PLAN

Number of Instructional Days lost 0 Justification: What is to be learned? The topic of the competition is Intellectual Property

How will the experience be used and evaluated? This is the international Future Problem Solving Competition

Names of chaperones (if applicable) Chuck Pearsall

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 \$ \$537.10

Driver \$ \$0.00

Hotel \$ \$0.00

Admission \$ \$2,575.00

Meals \$ \$0.00

TOTAL \$ \$3,112.10

Method of Payment

Student Payment \$ \$0.00

School Activity Acct \$ \$1,112.10

Athletic Boosters \$

Band Boosters \$

School Board \$ 2,000.00

Requested by Rex Hanson Date 5/14/15

Approved/Disapproved Steve Smallwood, Principal Date 5/14/15

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.