

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 Galt House, Louisville

Date(s) of Trip 2/17/16-2/19/16 Time of Departure TBD *Time of Return 2/19/2016 - 1:00

Approximate Mileage (one way) 50 Approximate Number of Students 35

Number of Buses Required 2 Method of Transportation (if not school bus) _____

Will you stop for lunch? YES NO If "YES", where? Shepherdsville, 2/19/16

TEACHER IS RESPONSIBLE FOR NOTIFYING CAFETERIA OF DETAILED LUNCH PLAN

Number of Instructional Days lost 2 Justification: What is to be learned? _____

How will the experience be used and evaluated? State Beta Convention

Names of chaperones (if applicable) Jennifer Weaver, Amy Inman, other parents

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 \$ _____

Drivers \$ _____

Admission \$ _____

Meals \$ _____

TOTAL \$ _____

Method of Payment

Student Payment x _____ \$165.00

School Activity Acct _____

Athletic Boosters \$ _____

Band Boosters \$ _____

Requested by Jennifer Weaver Date 8/4/15

Approved/Disapproved Jennifer Burnham, Principal Date 8/4/15

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.