

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 Crowne Plaza, Louisville, KY

Date(s) of Trip Nov. 12, 13 & 14, 2015 Time of Departure 10:30 a.m. *Time of Return 12:00 p.m.

Approximate Mileage (one way) 40 Approximate Number of Students 40

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

Will you stop for lunch? ☒ YES ☐ NO If "YES", where? McDonalds or Mr. Gattis

TEACHER IS RESPONSIBLE FOR NOTIFYING CAFETERIA OF DETAILED LUNCH PLAN

Number of Instructional Days lost 1.5 Justification: What is to be learned? Democratic Process. Students will act as Senators &

How will the experience be used and evaluated? Representatives, write, debate & vote on legislation that affects them.

Names of chaperones (if applicable) Laura Berger/ TBA - TK Teacher/ TBA - Parent

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 \$ \$280.00 approx.

Drivers \$ \$320.00 approx.

Admission \$ \$9500.00 total

Meals \$ inc. in adm.

TOTAL \$ 10,100.00 approx.

Method of Payment

Student Payment \$9500.00 total

School Activity Acct _____

Athletic Boosters \$ _____

Band Boosters \$ _____

Requested by Laura Berger Date 7/30/15

Approved/Disapproved Jennifer Burnham, Principal Date 7/30/15

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.