

**School-Related Student Trip Request Form**

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

SCHOOL SCES FACULTY MEMBER(S) SPONSORING TRIP Ashley Phillips

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 SC Ext Office ADDRESS 100 Oak Tree Way PHONE 477-2217

☐ Out of State ☐ Out of County ☐ Within County

☐ Overnight: give name, address, phone of lodging \_\_\_\_\_

DATE(S) OF TRIP 9/3/15 DEPARTURE TIME 8:50 RETURN TIME 2:00

PURPOSE/EDUCATIONAL VALUE It Starts With Me - Anti-Bully Initiative

SOURCE OF FUNDING FOR TRIP \_\_\_\_\_

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 154 FACULTY SPONSORS 6 OTHER CHAPERONES \_\_\_\_\_

TOTAL # OF PARTICIPANTS 1600

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.)

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

Ashley Phillips  
Signature of Faculty Sponsor

8/14/15  
Date

Trip has been ☒ approved ☐ disapproved. Reason for disapproval \_\_\_\_\_

Ma 2  
Signature of Superintendent/Designee

8-17-15  
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

Meals provided by sponsor: ☐ Yes ☐ No

Admission to event provided by sponsor: ☐ Yes ☐ No

Send copy to lunchroom: ☐ Yes ☐ No

Bus limits: 2 persons per seat

Overnight lodging: Single room

Driver time starts 15 min. before departure and ends 15 min. after arrival

Driver requested: 1. Chad 2. \_\_\_\_\_ Number of buses requested: 1

Goodlett

\*Only need driver to shuttle between 8:50-9:10

White Copy - Central Office

Yellow Copy - Bus Driver

Pink Copy - School Sponsor

and

1:50-2:10

Instructional Plan for Field Study/Special Event Learning Experience

Teacher: Noel, Zurkuhlen, Penrod, Fladung & Isaac

Class: 5th Grade

Date: 9/3/15

Content Connection: <sup>Instructional Plan</sup> Personal Wellness

Targeted Standard: PL-4-PW-U-3

PRE Activities

\* Cooperative activities to build relationships

POST Activities

\* Guidance lessons on friendship, social media, conflict resolution, etc.

Reading/Writing/Math/Science/Social Studies/Arts and Humanities Strategies  
(Use any that apply)

Choose one post-assessment of learning activity:

☐ Open Response Prompt:

☐ Student Product:

☐ Performance Event:

\* Writing for Authentic Audience: letter to SCES students about the importance of having a bully-free school.

Adaptations or Special Strategies (if applicable)