

COPIED: KATHI LUNNISTEEL - ARMOID  
LARVE  
CRENSHAW  
9-16-15 CJ

V MATH  
V CALEV  
V WEB

### School-Related Student Trip Request Form

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

SCHOOL Spencer Co. Middle FACULTY MEMBER(S) SPONSORING TRIP Stacy LaRue

TYPE OF TRIP (CHECK ONE):

- ☒ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify Advanced Art Classes  
☐ Organization/Club Trip, specify \_\_\_\_\_ ☐ Other (athletic, band, if applicable)

DESTINATION St. James Court Art Show ADDRESS L'ville Ky PHONE N/A

- ☐ Out of State ☒ Out of County ☐ Within County  
☐ Overnight: give name, address, phone of lodging \_\_\_\_\_

DATE(S) OF TRIP Fri. Oct. 2, 2015 DEPARTURE TIME 8:00 AM RETURN TIME 2:20 pm

PURPOSE/EDUCATIONAL VALUE Interview professional artists, observe variety of art exhibits, observe/analyze architecture of Old L'ville, career exploration of variety artists  
SOURCE OF FUNDING FOR TRIP Arts program - fundraisers from Spaghetti Dinners

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

BILL TRIP EXPENSES TO:

- ☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☒ OTHER, SPECIFY Arts Program acct# 0412826-0610-7150

NUMBER OF STUDENTS 42 FACULTY SPONSORS 1 OTHER CHAPERONES 10

TOTAL # OF PARTICIPANTS 53

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☒ NO ☐ YES, SEE PROCEDURE 09.36 AP.212.

☒ CERTIFICATED COMMON CARRIER; SPECIFY Fisher Buses

☐ 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

Stacy LaRue  
Signature of Faculty Sponsor

Sept 14, 2015  
Date

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

M. Mercer  
Signature of Superintendent/Designee

5/16/15  
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. \_\_\_\_\_ 2. \_\_\_\_\_ Number of buses requested: \_\_\_\_\_