

School-Related Student Trip Request Form

SUBMIT THIS FORM ONE WEEK PRIOR TO THE BOARD MEETING.

FACULTY MEMBER(S) SPONSORING TRIP Elizabeth Kirby

TYPE OF TRIP (CHECK ONE):

- Classroom Field Trip Class Trip (i.e., junior, senior), specify _____
- Organization/Club Trip, specify _____ Other (athletic, band, if applicable) _____

DESTINATION SunRock Farm ADDRESS Wilder PHONE 781-5502

- Out of State Out of County Within County
- Overnight; give name, address, phone of lodging _____

DATE(S) OF TRIP 10/21/15 DEPARTURE TIME 10:30 RETURN TIME 1:30

PURPOSE/EDUCATIONAL VALUE Learn about animals, Nature, Food

SOURCE OF FUNDING FOR TRIP Grant + Families pay

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

BILL TRIP EXPENSES TO: SPONSORING ORGANIZATION SCHOOL COUNCIL BOARD OTHER, SPECIFY To be paid through grant + families

NUMBER OF: STUDENTS 22 FACULTY SPONSORS 2 OTHER CHAPERONES 10
TOTAL # OF PARTICIPANTS 34

MODE OF TRANSPORTATION

- CERTIFICATED COMMON CARRIER; SPECIFY Belleve
- PRIVATE VEHICLE, AS ALLOWED BY POLICY; SPECIFY DRIVER(S) _____

SUPERVISION (ATTACH LIST OF NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP.)

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? Yes No

Elizabeth Kirby
Signature of Faculty Sponsor

9/21/15
Date

Trip has been approved disapproved. Reason for disapproval _____

Signature of Board Chairperson _____ *Date* _____

For overnight and/or out-of-state trips, approval of the Board may be required by policy 09.36.

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.23

Review/Revised:7/11/13