

**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 Lexington, Ky

Date(s) of Trip 5/12-5/13, 2016 Time of Departure 4:15 PM \*Time of Return 11:00 PM

Approximate Mileage (one way) 85 Approximate Number of Students 25

Number of Buses Required 1 Method of Transportation (if not school bus) \_\_\_\_\_

Will you stop for lunch? ☐ YES ☒ NO If "YES", where? \_\_\_\_\_

**TEACHER IS RESPONSIBLE FOR NOTIFYING CAFETERIA OF DETAILED LUNCH PLAN**

Number of Instructional Days lost 0 Justification: What is to be learned? Baseball Tournament

How will the experience be used and evaluated? \_\_\_\_\_

Names of chaperones (if applicable) Don Pitts, Chase Greenwell, and Eric Sullivan

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	\$	<u>\$170.00</u>
Driver	\$	<u>\$200.00</u>
Hotel	\$	<u>\$900.00</u>
Admission	\$	_____
Meals	\$	<u>\$700.00</u>
TOTAL	\$	<u>\$1,270.00</u>

**Method of Payment**

Student Payment	\$	_____
School Activity Acct	\$	_____
Athletic Boosters	\$	<u>\$1,600</u>
Band Boosters	\$	_____
Transportation		<u>\$370</u>

Requested by Don Pitts Date 9/22/15

Approved/Disapproved Steve Smallwood, Principal Date 9/22/15

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.