

School-Related Student Trip Request Form

SUBMIT THIS FORM ONE WEEK PRIOR TO THE BOARD MEETING.

FACULTY MEMBER(S) SPONSORING TRIP Kirby

TYPE OF TRIP (CHECK ONE):

☒ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify Preschool
☐ Organization/Club Trip, specify _____ ☐ Other (athletic, band, if applicable) _____
DESTINATION Airport / Train display ADDRESS _____ PHONE _____☐ Out of State ☒ Out of County ☐ Within County☐ Overnight; give name, address, phone of lodging _____DATE(S) OF TRIP 12/14 or 15, or 16 DEPARTURE TIME 8:30 RETURN TIME 11:00PURPOSE/EDUCATIONAL VALUE unit on Transportation. To view airplanes take off + land, see trains, boatsSOURCE OF FUNDING FOR TRIP Student pays

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 22 FACULTY SPONSORS 1 OTHER CHAPERONES 10
TOTAL # OF PARTICIPANTS 33

MODE OF TRANSPORTATION

☒ CERTIFICATED COMMON CARRIER; SPECIFY Bellevue☐ 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 ☐ NoElizabeth Kirby
Signature of Faculty Sponsor11/9/15
DateTrip 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