

~~COPIED~~
CRENSHAW
LANCASTER
STAMPER

-ARNOLD

12-14-15 CJ

School-Related Student Trip Request Form

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

SCHOOL SCMS FACULTY MEMBER(S) SPONSORING TRIP Stamper

TYPE OF TRIP (CHECK ONE):

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

DESTINATION Martha Layne Collins HS ADDRESS _____ PHONE _____

☐ Out of State ☒ Out of County ☐ Within County

☐ Overnight: give name, address, phone of lodging _____

DATE(S) OF TRIP 1/8/16 DEPARTURE TIME 8:00 AM RETURN TIME 6:00 PM

PURPOSE/EDUCATIONAL VALUE All-District Honor Band-so

advanced kids can perform on a higher level.

SOURCE OF FUNDING FOR TRIP Students + band account SCMS Band

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 14 FACULTY SPONSORS Stamper OTHER CHAPERONES _____

TOTAL # OF PARTICIPANTS 15

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

Taylor C Stamper
Signature of Faculty Sponsor

Date 12-

Trip has been ☐ approved ☐ disapproved. Reason for disapproval _____

M. H. H.
Signature of Superintendent/Designee

Date 12/14/15

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. Wayne 2. _____ Number of buses requested: 1