

Copied: Crenshaw
LANCASTER

ARNOLD
3-15-16 CJ

School-Related Student Trip Request Form

Stamped

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

SCHOOL SCMS FACULTY MEMBER(S) SPONSORING TRIP TAYLOR STAMPER

TYPE OF TRIP (CHECK ONE):

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

DESTINATION Collins High School ADDRESS _____ PHONE _____

☐ Out of State ☒ Out of County ☐ Within County

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

DATE(S) OF TRIP 3/16 DEPARTURE TIME 8:40 RETURN TIME 2 Buses @ 1:00 p.

PURPOSE/EDUCATIONAL VALUE To perform + compete at KMEA

Large Group Assignment

SOURCE OF FUNDING FOR TRIP Band Acct + Transportation Acct SCMS

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 125 FACULTY SPONSORS 3 OTHER CHAPERONES (driving cars)

TOTAL # OF PARTICIPANTS 128

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 (for 5 students: Kim Dunkelberger)

SUPERVISION (Attach list of names of adults accompanying students on trip.) Kim Dunkelberger

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

3/15/16
Date

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

M. Lucas
Signature of Superintendent/Designee

3/15/16
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. Wayne 2. JESSIE Number of buses requested: 3

COLLEEN PER PATTI LANCASTER