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LEFT

ARNOLD
4-20-16 C.J.

School-Related Student Trip Request Form

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

SCHOOL SCMS FACULTY MEMBER(S) SPONSORING TRIP Karen Left

TYPE OF TRIP (CHECK ONE):

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

DESTINATION Keystone Circus ADDRESS 220 Armstrong Lane PHONE 538-7701
☐ Out of State ☒ Out of County ☐ Within County Mt Washington Ky 40046
☐ Overnight: give name, address, phone of lodging _____

DATE(S) OF TRIP 5/5/16 DEPARTURE TIME 3:00 RETURN TIME 6:15
PURPOSE/EDUCATIONAL VALUE 21st CCLE Student Trip

SOURCE OF FUNDING FOR TRIP 21st CCLE

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

BILL TRIP EXPENSES TO:

- ☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☒ OTHER, SPECIFY 21st CCLE

NUMBER OF STUDENTS 100 FACULTY SPONSORS 10 OTHER CHAPERONES _____
TOTAL # OF PARTICIPANTS 110

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

Karen Left Signature of Faculty Sponsor 4/20/16 Date

Trip has been <input type="checkbox"/> approved <input type="checkbox"/> disapproved. Reason for disapproval _____	
<u>M. Alexander</u> Signature of Superintendent/Designee	<u>4/20/16</u> 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. _____ 2. _____ Number of buses requested: _____