

School-Related Student Trip Request Form

SUBMIT THIS FORM ONE WEEK PRIOR TO THE BOARD MEETING.

FACULTY MEMBER(S) SPONSORING TRIP Wanda Hayes / Melissa Herald

TYPE OF TRIP (CHECK ONE):

- ☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify Schoolwide Reading Counts
☐ Organization/Club Trip, specify _____ ☐ Other (athletic, band, if applicable) Goal-makers

DESTINATION Southgate Park ADDRESS _____ PHONE _____

- ☐ Out of State ☐ Out of County ☒ Within County ☒ Southgate Park
☐ Overnight; give name, address, phone of lodging _____

DATE(S) OF TRIP 5/19/16 DEPARTURE TIME 9:00 RETURN TIME 11:00PURPOSE/EDUCATIONAL VALUE celebration of annual goals met for the "Reading Counts" reading program.SOURCE OF FUNDING FOR TRIP N/A

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

BILL TRIP EXPENSES TO: ☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY None

NUMBER OF: STUDENTS 45 FACULTY SPONSORS 2 OTHER CHAPERONES 2
 TOTAL # OF PARTICIPANTS 44 (possibly 4 to 8 more students)

MODE OF TRANSPORTATION - walking☐ CERTIFICATED COMMON CARRIER; SPECIFY _____☐ 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 ☐ No

Wanda Hayes
 Signature of Faculty Sponsor

5/5/16
 Date

Trip 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