

Request to Place an Item on the AgendaName: Marla Gillespie Director 21st CCCOTemsAddress: Todd Co. Middle SchoolTelephone number: 270 265-2511

Name of school children attend, if applicable: _____

Group represented: 21st Century Community Learning CenterCheck if request was submitted to: ☒ Superintendent ☐ Board ChairpersonConferred with following administrators (names): Transportation - Sandy
McColpinMary Dunning, Regional Coordinator 21st CCC.

Description of Issue: _____

Specific Action Requested: 21st CCC would like to take students
to Nashville, TN on June 21st to visit the Parthenon,
Tenn. State museum, TPAC + Vanderbilt University as
part of our "Trip Around the World" Camp. Trips
been approved by regional director Pending BOE approval.

Check if you are: ☐ Board Member ☐ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06

STUDENTS

09.36 AP.21

School-Related Student Trip Request Form

Section 1 (To be completed by requesting organization – Please fill out a separate form for each bus.)

Date of Request 6 May 2016 Date of Event 21 June 2016

Organization 21st CCLC School TCMS

Type of Trip (Circle One)

In-County Instructional

In-County Athletic

Other: (Explain in detail

Out-of-County Instructional

Out-of-County Athletic

Various Sites in Nashville –

Out-of-State Instructional

Out-of-State Athletic

Vanderbilt Univ.

Destination (event and/or place) The Parthenon, Tenn Performing Arts Center, Tennessee State Museum

Planned Stops to and from

Number of passengers 30 Date and Time of Departure 9⁰⁰ Am 6-21-16

Departing location TCMS Date and Time of Return 4³⁰ pm

Returning location TCMS Chaperones Marla Gillespie, Kelli Templeman

Chaperones' Cell Phone # 2706043029 Monica Sears, Craig Bristow

Please explain how this trip correlates with the unit of study We are studying different cultures in Summervac. We will visit these sites to expand on what students have learned.

Special Requests (Driver, Type Bus, Handicap Access, etc.)

Trip Requested By: Marla Gillespie 21st CCLC

Driver Assigned _____ Bus # _____

Organization Responsible for Payment 21st CCLC

Approval of Site Based Council Representative _____

District Use Only

Section 2

Approval of District Representative _____ Date _____

Driver – Turn in this Information with Timesheets

Section 3

Date/Time Departure _____ Odometer Start _____

Date/Time Return _____ Odometer Ending _____

Mileage Cost – total miles X \$1.50 per mile = _____

Driver Payment – total hours X \$10.50 per hour (Minimum two hours) = _____

Total Invoiced Amount _____ Invoiced to _____

Invoice Date _____ Payment Amount received _____ Payment Date _____

I hereby certify that the above information is correct to the best of my knowledge.

Driver Signature _____ Date _____

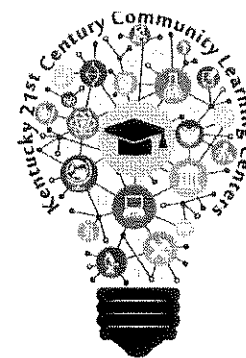
Driver Comments _____

Review/Revised: 9/10/12

Kentucky 21st Century Community Learning Center

REQUEST FOR FIELD TRIP

NOTE: Form must be submitted to Outreach Coordinator via email at least two weeks prior to proposed trip. Fiscal agent field trip policy must be followed.



Date of Form Submission: 22, April 2016

Fiscal Agent: Todd County Board of Education

Program Site(s): Todd County Middle School

Contact Person: Marla Gillespie, Director

Contact Person Phone: 270-265-2511

Contact Email Address: marla.gillespie@todd.kyschools.us

Trip Information

Destination: The Parthenon, Nashville, TN. Behind the Scenes at TPAC, Vanderbilt University, TN State Museum

Grade Level(s) of Students Attending: 6-8

Date of Trip: June 21, 2016

Departure Time: 9:00am

Return Time: 4:30pm

Is this trip during school hours? Summer Camp

Number of Students: 30

Number of Chaperones: 10

Cost Per Student: 13.33

Requested \$400

Admission	\$90.00 for students \$30 for staff \$120.00 total- Waived by The Parthenon. TPAC is donating their time for the tour and The Tennessee State Museum does not charge admission.
Meals (Justification Required)	Utilizing Summer feeding program
Transportation (Mileage/Bus)	\$240.00 160 miles @\$1.50
Driver	\$160.00 8 hours @ \$20 including benefits
Total Request	\$400.00

Total Cost = \$400 / Total # of Students 30 = \$13.33 Cost Per Student

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?: XYes ☐ No

Briefly explain educational value and connection to programming goals and/or objectives: (Please attach all curriculum and/or educational materials associated with this trip.) Our visit to the Parthenon will go along with our Camp theme of "Take on the World". Students will be learning about Greek Mythology as part of Grant Objectives 1B and 1D- increase reading scores on the K-Prep by involving students in reading and writing activities. Grant Objective 2A- to encourage a successful transition to high school and to encourage students to further their education we will visit Vanderbilt University. We will have a behind the scenes tour at The Tennessee Performing Arts Center and we will also spend a few hours at the Tennessee State Museum.

List any partners helping to fund this trip and contribution. (Meals, Bus Cost, Admission, Volunteers, Monetary Donations, etc.): The Parthenon has agreed to waive their admission fee and to provide a tour guide so our students will be able to visit.

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Chaperones' Cell Phone # 2706043029 Monica Sears, Craig Briston

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Organization Responsible for Payment 21st CCLC

Approval of Site Based Council Representative _____

District Use Only

Section 2

Approval of District Representative Wayne Benningfield Date 5/7/16

Driver – Turn in this Information with Timesheets

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Driver Comments _____

Review/Revised: 9/10/12