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## School-Related Student Trip Request Form

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

SCHOOL SCMS

FACULTY MEMBER(S) SPONSORING TRIP Stacy LaRue

TYPE OF TRIP (CHECK ONE):

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

DESTINATION St. James Court Art Show ADDRESS Louisville Ky PHONE N/A

- ☐ Out of State   ☒ Out of County   ☐ Within County (used Central Park to get MAP Quest mileage)  
☐ Overnight: give name, address, phone of lodging \_\_\_\_\_

DATE(S) OF TRIP Friday Sept 30, 2016 DEPARTURE TIME 8:00 am RETURN TIME 2:20 pm

PURPOSE/EDUCATIONAL VALUE interview professional artists, observe variety of art exhibits, career exploration of various visual artists

SOURCE OF FUNDING FOR TRIP ARTS program account (fundraisers)

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

BILL TRIP EXPENSES TO:

- ☐ SPONSORING ORGANIZATION   ☐ SCHOOL COUNCIL   ☐ BOARD   ☒ OTHER, SPECIFY ARTS program

NUMBER OF STUDENTS 44 FACULTY SPONSORS 1 OTHER CHAPERONES 10-12

TOTAL # OF PARTICIPANTS 57

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

Stacy LaRue  
Signature of Faculty Sponsor

August 22, 2016  
Date

Trip has been ☐ approved ☐ disapproved. Reason for disapproval \_\_\_\_\_

Matt Mesera  
Signature of Superintendent/Designee

8-24-16  
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. \_\_\_\_\_ 2. \_\_\_\_\_ Number of buses requested: \_\_\_\_\_