

#D to stud

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**School-Related Student Trip Request Form**

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

SCHOOL TES

FACULTY MEMBER(S) SPONSORING TRIP

Erin Talley

TYPE OF TRIP (CHECK ONE):

☐ Classroom Field Trip☐ Class Trip (i.e., junior, senior), specify☒ Organization/Club Trip, specify Chorus & Ensemble☐ Other (athletic, band, if applicable)DESTINATION Signature Health ADDRESS Taylorsville

PHONE

☐ Out of State ☐ Out of County ☐ Within County☐ Overnight: give name, address, phone of lodgingDATE(S) OF TRIP 12/15/16DEPARTURE TIME 9:30amRETURN TIME 12:00pmPURPOSE/EDUCATIONAL VALUE perform for the nursing home membersSOURCE OF FUNDING FOR TRIP Chorus Fund

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

BILL TRIP EXPENSES TO:

☒ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFYNUMBER OF STUDENTS 75 FACULTY SPONSORS 1OTHER CHAPERONES 0TOTAL # OF PARTICIPANTS 76

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

Signature of Faculty Sponsor

11/17/16  
DateTrip has been ☐ approved ☐ disapproved. Reason for disapproval

Signature of Superintendent/Designee

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 ☒ NoAdmission to event provided by sponsor: ☐ Yes ☐ NoSend 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: \_\_\_\_\_

White Copy - Central Office

Yellow Copy - Bus Driver

Pink Copy - School Sponsor