

COPIED: HUFF
FAXED: CRENshaw - ARNOLD
PHELPS
STUDENTS 1-31-17 CO

DAY TRIP

09.36 AP.21

School-Related Student Trip Request Form

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

SCHOOL Spencer Co. Middle FACULTY MEMBER(S) SPONSORING TRIP 8th Grader Teachers

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 Campbellsville University ADDRESS Campbellsville, KY PHONE _____

☐ Out of State ☒ Out of County ☐ Within County

☐ Overnight; give name, address, phone of lodging _____

DATE(S) OF TRIP March 28, 2017 DEPARTURE TIME 8:45 am RETURN TIME 2:00 pm

PURPOSE/EDUCATIONAL VALUE College campus tour (College/Career Week Activity)

SOURCE OF FUNDING FOR TRIP (\$12 - \$14 per student. This covers lunch and bus)

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

BILL TRIP EXPENSES TO: 0412819-0894-7115 same District Activity Field Trips

☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY _____

NUMBER OF STUDENTS 230 approx FACULTY SPONSORS 10-12 OTHER CHAPERONES _____

TOTAL # OF PARTICIPANTS approx 245-250

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

S Phelps

Signature of Faculty Sponsor

January 23, 2017

Date

Trip has been <input type="checkbox"/> approved <input type="checkbox"/> disapproved. Reason for disapproval _____	
<u>M Mercer</u> Signature of Superintendent/Designee	<u>1/27/17</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

Competition trips (athletic/academic) Driver salary plus \$15

Admission to event provided by sponsor: ☐ Yes ☐ No

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: _____

Meals provided by sponsor: ☐ Yes ☐ No

Send copy to lunchroom: ☐ Yes ☐ No

Bus limits: 2 persons per seat

RELATED PROCEDURES:

09.36 AP.211. 09.36 AP.212

Review/Revised: 09/22/03