

COPIED:
FAXED:
HUFF
LARUE
CRENSHAW

ARNOLD
2-6-13
CJ

DAY TRIP

Fee = Lunch @
College \$7.00
Everything else
paid by
fundraisers

School-Related Student Trip Request Form

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

SCHOOL SCMS/SCHS

FACULTY MEMBER(S) SPONSORING TRIP Stacy La Rue

TYPE OF TRIP (CHECK ONE):

- ☒ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify Advanced Art Classes combined w/ Art Club
☒ Organization/Club Trip, specify ART Club ☐ Other (athletic, band, if applicable)
includes highschool members

DESTINATION Berea Ky

ADDRESS _____

PHONE 859-986-2540

☐ Out of State ☒ Out of County ☐ Within County

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

DATE(S) OF TRIP Friday April 28th

DEPARTURE TIME 7:00AM

RETURN TIME 5:30 pm

PURPOSE/EDUCATIONAL VALUE experience Berea's Art community, demonstration by local ARTISTS, tour of Berea college Campus & art gallery

SOURCE OF FUNDING FOR TRIP Spaghetti Dinner Fundraiser - Students pay for

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

BILL TRIP EXPENSES TO: Arts Program acct # 7150

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

NUMBER OF STUDENTS 55 FACULTY SPONSORS 1 OTHER CHAPERONES 6-8

TOTAL # OF PARTICIPANTS 64

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO

☒ YES, SEE PROCEDURE 09.36 AP.212 (2 buses)

☐ 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 La Rue
Signature of Faculty Sponsor

February 2, 2017
Date

Trip has been ☐ approved ☐ disapproved. Reason for disapproval _____

M. Hester
Signature of Superintendent/Designee

2/2/17
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: _____