

**Field Trip Request Forms**

NELSON COUNTY BOARD OF EDUCATION

**FIELD TRIP REQUEST FORM****General Information:**

Teacher Name Katy Johnson School Thomas Nelson  
 Grade/Subject Social Studies 9-12 Funding \_\_\_\_\_ Source \_\_\_\_\_  
KYA  
 Destination & Address Marriott Downtown 280 West Jefferson, Louisville, KY 40202 Date of Trip 3/12-14/17

**Academic Information:**

Core Content +/-or Exiting Criteria Covered Government & Civics  
 Academic Objective of Trip Students grow in speaking, listening & social interaction skills  
 Academic Pre-Trip Activities (Please attach plan.) Resolution writing for our represented country  
 Academic Post-Trip Activities (Please attach plan.) Presentation of trip to World Changers class  
 Evaluation Procedures Teacher observation @ conference

**Transportation:**

Number of Buses Needed 1 Time Leaving 3/12 @ 1pm Time Returning 3/14 @ 12pm  
 Number of Students 6 Number of Adults 1 Compartments Needed 0  
 (CENTRAL OFFICE USE ONLY)  
 Date Called for Buses \_\_\_\_\_ Driver(s) Assigned \_\_\_\_\_  
 Date School Notified \_\_\_\_\_  
 Itemized Cost: Bus Drivers \$ \_\_\_\_\_ Mileage \$ \_\_\_\_\_ Cost per Child \$ \_\_\_\_\_

**Signatures:**

Katy Johnson  
 Teacher  
2/17/17  
 Date

Wes Budd  
 Principal  
2/17/17  
 Date

[Signature]  
 Superintendent/Director of Transportation  
2/17/2017  
 Date

**Field Trip Request Form- Overnight & Out-of-State Activity Request**School Thomas Nelson HS Grade & Number of Students Attending 9-12 gradePerson Making Request Katy Johnson Position TeacherOvernight Activity ☒ Out-of State Activity ☐ Dates Scheduled 3/12-14/17Name of Activity Kentucky United Nations AssemblyLocation of Activity Louisville Marriott DowntownObjectives of Activity Student growth in speaking, listening and social skills along with more awareness of governments.

Pre-trip preparatory activities planned (please attach appropriate documents) \_\_\_\_\_

Resolution writing for the country we represent

Post-trip culminating activities planned (please attach appropriate documents) \_\_\_\_\_

Presentation of trip

Oral student presentations planned after trip \_\_\_\_\_

Presenting to World Changers courseName(s) of certified staff attending Katy Johnson

Name(s) of other adults attending \_\_\_\_\_

Plan for handling student medication needs Teacher notified & supervisedPlan for supervision (day) Teacher attends meetings & debates with students.Plan for supervision (night – please be specific for all hours of the night) Nightly room check-ins by teacherSigned Katy Johnson Date 2/17/17Principal Wes Budd Date Approved 2/17/17

Superintendent \_\_\_\_\_ Date Approved \_\_\_\_\_

Review/Revised: 5/17/11

 2/17/2017