

Arriving 1:00 return 5:30

COPIED: ~~NOT~~ ~~CRISTIAN~~ ~~LEFT~~ ~~HEAVY~~ 03-15-17

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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 Karen Lett

TYPE OF TRIP (CHECK ONE):

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

DESTINATION Joanne Fabnz ADDRESS 4000 Shelburne Rd. Lou Ky. PHONE 40201

- ☐ Out of State ☒ Out of County ☐ Within County  
☐ Overnight: give name, address, phone of lodging

DATE(S) OF TRIP 3/22/17 DEPARTURE TIME 1:00 RETURN TIME 5:30

PURPOSE/EDUCATIONAL VALUE Picking out fabric for club  
SOURCE OF FUNDING FOR TRIP \_\_\_\_\_

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

BILL TRIP EXPENSES TO:

- ☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☒ OTHER, SPECIFY ASTCC

NUMBER OF STUDENTS 12 FACULTY SPONSORS 2 OTHER CHAPERONES 4

TOTAL # OF PARTICIPANTS \_\_\_\_\_

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) Van

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]  
Signature of Faculty Sponsor

3/14/17  
Date

Trip has been ☐ approved ☐ disapproved. Reason for disapproval \_\_\_\_\_  
[Signature] 3-14-17  
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 ☐ 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: \_\_\_\_\_