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School-Related Student Trip Request Form

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

SCHOOL SCES

FACULTY MEMBER(S) SPONSORING TRIP Olivia Pitchford

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 Broadrun Park ADDRESS _____

PHONE _____

- ☐ Out of State ☒ Out of County ☐ Within County

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

DATE(S) OF TRIP May 12th / 13th DEPARTURE TIME 10:00 RETURN TIME 2:00

PURPOSE/EDUCATIONAL VALUE exploring nature's plants, insects + trails.

SOURCE OF FUNDING FOR TRIP ECE funds

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

BILL TRIP EXPENSES TO:

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

NUMBER OF STUDENTS 11 FACULTY SPONSORS 5 OTHER CHAPERONES _____

TOTAL # OF PARTICIPANTS 16

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]
Signature of Faculty Sponsor

3-24-17
Date

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

[Signature]
Signature of Superintendent/Designee

3-24-17
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: _____

White Copy - Central Office

Yellow Copy - Bus Driver

Pink Copy - School Sponsor

Instructional Plan for Field Study/Special Event Learning Experience

Teacher: Olivia Pitchford

Class: FMD

Date: 3-12-17

Class Size: 11

Instruction Plan

PRE Activities

- class discussion on park rules
- plant lesson

POST Activities

- writing about what was observed on nature trail (plants, sounds, insects)

Reading/Writing/Math/Science/Social Studies/Arts and Humanities Strategies
(Use any that apply)

Choose one post-assessment of learning activity:

- ☐ Open Response Prompt: _____
- ☒ Student Product: Writing for Alternative Assessment Folder
- ☐ Performance Event: _____
- ☐ Writing for Authentic Audience: _____

Adaptations or Special Strategies (if applicable)

Utilizing assistants