

RF \$12

School-Related Student Trip Request Form

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

SCHOOL SCES FACULTY MEMBER(S) SPONSORING TRIP Ashley Phillips

TYPE OF TRIP (CHECK ONE):

- ☐ Classroom Field Trip ☒ Class Trip (i.e., junior, senior), specify 4th Grade
☐ Organization/Club Trip, specify _____ ☐ Other (athletic, band, if applicable)

DESTINATION Louisville Slugger Museum Louisville, KY ADDRESS _____ PHONE _____
☐ Out of State ☒ Out of County ☐ Within County Waterford Park Taylorsville
☐ Overnight: give name, address, phone of lodging _____

DATE(S) OF TRIP 5/16/17 DEPARTURE TIME 10:00 RETURN TIME _____
PURPOSE/EDUCATIONAL VALUE to explore careers in the manufacturing industry
SOURCE OF FUNDING FOR TRIP Students

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 153 FACULTY SPONSORS 5 OTHER CHAPERONES 10
TOTAL # OF PARTICIPANTS 168

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

Ashley Phillips
Signature of Faculty Sponsor

4/20/17
Date

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

[Signature]
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: 4

Instructional Plan for Field Study/Special Event Learning Experience

Teacher: Atcher, Barnett, Dennis, Harrelson & Sanford

Class: 4th Grade

Date: 5/16/17

Class Size: 153

Instruction Plan

PRE Activities

* Career guidance lesson
* Career Day

POST Activities

* discussion about what they have learned

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: _____

☐ Performance Event: _____

☒ Writing for Authentic Audience: thank you letter

Adaptations or Special Strategies (if applicable)