

**School-Related Student Trip & Vehicle Request Form**

SUBMIT THIS FORM FIVE (5) DAYS PRIOR TO THE TRIP.

SCHOOL South Livingston Elem. FACULTY MEMBER(S) SPONSORING TRIP MoneymakerDESTINATION Springfield & Chicago, IL ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_☒ Out of State or over 149 mile radius (requires Superintendent or Board approval)☒ Overnight; give name, address, phone of lodging Springhill Suites Elmhurst/Oakbrook  
410 W Lake St., Elmhurst, IL 60126DATE(S) OF TRIP June 13-16, 2018 DEPARTURE TIME June 13, 2018 RETURN TIME June 16, 2018

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

BILL TRIP EXPENSES TO: ☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☒ OTHER,  
SPECIFY Entourage ManagementNUMBER OF: STUDENTS 40 FACULTY SPONSORS 2 OTHER CHAPERONES \_\_\_\_\_  
TOTAL # OF PARTICIPANTS 44 or more 1 parent per student

## MODE OF TRANSPORTATION

☐ DISTRICT OWNED BUS (SPECIFY # NEEDED) \_\_\_\_\_ LUGGAGE CARRIER? (SPECIFY) \_\_\_\_\_☐ DISTRICT OWNED VEHICLE(S) (SPECIFY) \_\_\_\_\_☒ CERTIFICATED COMMON CARRIER; SPECIFY Deluxe Motorcoach☐ PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) \_\_\_\_\_

METHOD OF PAYMENT: (LIST THE FUNDING ON HOW THE TRIP WILL BE PAID.) \_\_\_\_\_

Parents will pay for trip if they are interested in going

SUPERVISION (ATTACH LIST OF NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP.)

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? ☒ Yes ☐ No

By signing this form I verify that I have read and comply with Board Policy 09.36

Joseph H. Moneymaker  
Signature of Faculty Sponsor8/10/17  
DateTrip has been ☐ approved ☐ disapproved. Reason for disapproval \_\_\_\_\_\_\_\_\_\_  
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.

## RELATED PROCEDURES:

09.36 (All procedures)

Review/Revised: 9/12/2016

Note: Please see the attached agenda with contract for the historical summer trip with travel company.

\* I approve of this trip.  
Bicky Manning, principal