

Copied: Huff
Friedman
Cox

Arnold
8-9-17 CJ

VCM
VMA
VNB
\$1700
\$16

School Related Student Trip Request Form

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

SCHOOL Spencer Middle FACULTY MEMBER(S) SPONSORING TRIP R. Cox

TYPE OF TRIP (CHECK ONE):

- ☒ Classroom Field Trip ☒ Class Trip (i.e., junior, senior), specify 8th Grade
☐ Organization/Club Trip, specify _____ ☐ Other (athletic, band, if applicable)

DESTINATION Actors Theater ADDRESS 316 W. Main #202 Louisville, KY PHONE (502) 584-1205

☐ Out of State ☒ Out of County ☐ Within County

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

DATE(S) OF TRIP Sept. 8, 2017 DEPARTURE TIME 8:45am RETURN TIME 2:15pm
PURPOSE/EDUCATIONAL VALUE View "Dracula" production.

SOURCE OF FUNDING FOR TRIP Student Pay

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

BILL TRIP EXPENSES TO:

☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☒ OTHER, SPECIFY Students

NUMBER OF STUDENTS 250 FACULTY SPONSORS 10 OTHER CHAPERONES 15

TOTAL # OF PARTICIPANTS 275

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.) - 8th grade core teachers and Steege
Have all chaperones undergone the required records AOC check and been designated by the principal/designee to supervise students? ☒ YES ☐ NO
Ronda Cox Signature of Faculty Sponsor 8/2/17 Date

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

Matt Mercer
Signature of Superintendent/Designee

8/2/17
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: _____