

Copy of HUPF
LARUE
CREW

8-28-17

only send the buses to SCMS that morning for pick-up.

✓ CAL \$0
✓ not

School-Related Student Trip Request Form

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

SCHOOL SCMS / SCHS

FACULTY MEMBER(S) SPONSORING TRIP Stacy LaRue

TYPE OF TRIP (CHECK ONE):

SCMS = ADV. prior students & ART CLUB H.S. students

☒ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify

☒ Organization/Club Trip, specify ART CLUB (high school members only) ☐ Other (athletic, band, if applicable)

DESTINATION St. James Court Art Show

ADDRESS L'ville, Ky

PHONE N/A

☐ Out of State ☒ Out of County ☐ Within County (used central Park to get MAP Quest mileage)

☐ Overnight: give name, address, phone of lodging

DATE(S) OF TRIP October 6, 2017 DEPARTURE TIME 8:00 AM RETURN TIME 2:15 p.m.

PURPOSE/EDUCATIONAL VALUE Interview professional artist, observe variety of art exhibits, career exploration of various visual artists

SOURCE OF FUNDING FOR TRIP Spaghetti Dinner Fundraiser and Club membership dues

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

BILL TRIP EXPENSES TO: ARTS Program acct # 0412818-0610-7150

☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☒ OTHER, SPECIFY 5

NUMBER OF STUDENTS 50 FACULTY SPONSORS 1 OTHER CHAPERONES 16

TOTAL # OF PARTICIPANTS 67

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO

☒ YES, SEE PROCEDURE 09.36 AP.212 (2 buses)

☐ 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

Stacy LaRue
Signature of Faculty Sponsor

August 24, 2017
Date

Trip has been ☐ approved ☐ disapproved. Reason for disapproval

Stacy LaRue
Signature of Superintendent/Designee

8/25/17
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