

School-Related Student Trip Request Form

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

SCHOOL TES FACULTY MEMBER(S) SPONSORING TRIP Prosch/Herridon

TYPE OF TRIP (CHECK ONE):

- Classroom Field Trip Class Trip (i.e., junior, senior), specify _____
 Organization/Club Trip, specify _____ Other (athletic, band, if applicable) GT

DESTINATION Ky Center Stage One Theatre ADDRESS 315 W. market Louisville PHONE 502-498-2431
 Out of State Out of County Within County

Overnight: give name, address, phone of lodging _____

DATE(S) OF TRIP Friday 12/1/17 DEPARTURE TIME 9:00 RETURN TIME 1:30-2:00

PURPOSE/EDUCATIONAL VALUE

The Best Christmas Pageant Ever

SOURCE OF FUNDING FOR TRIP GT

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

BILL TRIP EXPENSES TO:

- SPONSORING ORGANIZATION SCHOOL COUNCIL BOARD OTHER, SPECIFY GT

NUMBER OF STUDENTS 33 FACULTY SPONSORS 1 OTHER CHAPERONES 3-10

TOTAL # OF PARTICIPANTS 34+

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

Carol Herridon
Signature of Faculty Sponsor

Sept. 5, 2017
Date

Trip has been approved disapproved. Reason for disapproval _____

[Signature]
Signature of Superintendent/Designee

9-21-17
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: _____