

Field Trip Request Form

This form is to be used by the staff when requesting permission to take a field trip. The completed form is to be submitted to the Superintendent one (1) week in advance of the next scheduled meeting of the Board. Complete pertinent information on next page.

Destination Orlando Florida, Disney World - EHS Girls Basketball

Date(s) of Trip Dec 26-31, 2017 Time of Departure TBA Time of Return TBA

Approximate Mileage (one way) 830

Approximate Number of Students 20 Approximate Number of Adults 5

Number of Buses Required 0 Method of Transportation (if not school bus) Charter bus

Will you stop for lunch? ☒ YES ☐ NO If "YES", where? Various places

TEACHER IS RESPONSIBLE FOR NOTIFYING CAFETERIA OF DETAILED LUNCH PLAN

Number of Instructional Days lost 0 Justification: What is to be learned? Team Strengths/Weaknesses

How will the experience be used and evaluated? preparation for post season tournaments

Names of chaperones (if applicable) Donnie Swiney, Derek Pfeiffer

Have all chaperones undergone the required records check and been designated by the principal/designate to supervise students?

☒ YES ☐ NO

TRIP INFORMATION**Financial Costs**

Mileage (estimate)	\$ <u>\$8,500.00</u>
Driver (estimate)	\$ <u> </u>
Hotel	\$ <u> </u>
Meals	\$ <u> </u>
Admission	\$ <u>\$27,000.00</u>
TOTAL	\$ <u>\$35,500.00</u>

Method of Payment

Student Payment	\$ <u> </u>
School Activity Acct	\$ <u> </u>
Athletic Boosters	\$ <u>\$35,500</u>
Band Boosters	\$ <u> </u>

Requested by Donnie Swiney Date 9/14/17

Approved/Disapproved Steve Smallwood, Principal Date 9/15/17

Approved/Disapproved _____, Superintendent Date _____

Principal approval for all field trips.

Superintendent approval is required for all field trips over 65 miles one (1) way.

Superintendent approval is required for all overnight field trips.

*On school days, the return time should not exceed 2:00 p.m.