

School-Related Student Trip Request Form

SUBMIT THIS FORM ONE WEEK PRIOR TO THE BOARD MEETING.

FACULTY MEMBER(S) SPONSORING TRIP

Mary Melville (Greg Duty)

TYPE OF TRIP (CHECK ONE):

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

DESTINATION Thomas More College ADDRESS _____

PHONE _____

- ☐ Out of State ☒ Out of County ☐ Within County

☐ Overnight; give name, address, phone of lodging _____DATE(S) OF TRIP Friday, Dec. 15, 2017DEPARTURE TIME 8:15 am.RETURN TIME 1-1:30 pm.

PURPOSE/EDUCATIONAL VALUE

To continue to develop leaders.

SOURCE OF FUNDING FOR TRIP

— (@ student pays \$5.00)

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

BILL TRIP EXPENSES TO: ☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY _____

NUMBER OF: STUDENTS

7 *

FACULTY SPONSORS _____

OTHER CHAPERONES

1 (Greg Duty)

TOTAL # OF PARTICIPANTS _____

MODE OF TRANSPORTATION

- ☒ CERTIFICATED COMMON CARRIER; SPECIFY we share a bus w/ Newport
☐ PRIVATE VEHICLE, AS ALLOWED BY POLICY; SPECIFY DRIVER(S) _____

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 ☐ NoMary M. Melville
Signature of Faculty Sponsor10/27/17
DateTrip has been ☐ approved ☐ disapproved. Reason for disapproval __________
Signature of Board Chairperson_____
Date

For overnight and/or out-of-state trips, approval of the Board may be required by policy 09.36.

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.23

Review/Revised: 7/11/13

* 3 on wait list at this time so there
may be 10