

School-Related Student Trip Request Form

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

SCHOOL Sums FACULTY MEMBER(S) SPONSORING TRIP Alex Shields
 TYPE OF TRIP (CHECK ONE):
☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify Dance
☐ Organization/Club Trip, specify Jamfest: Wintonham ☒ Other (athletic, band, if applicable)
 DESTINATION Wintonham Expo Center ADDRESS 430 W. Vine St. Wintonham, KY 40307 PHONE 606-611-2526
☐ Out of State ☒ Out of County ☐ Within County
☐ Overnight: give name, address, phone of lodging
 DATE(S) OF TRIP 12/16/17 DEPARTURE TIME 9:00am RETURN TIME 6:00pm
 PURPOSE/EDUCATIONAL VALUE dance competition

SOURCE OF FUNDING FOR TRIP dance account

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 10 FACULTY SPONSORS 1 OTHER CHAPERONES
 TOTAL # OF PARTICIPANTS 11

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☒ NO ☐ YES, SEE PROCEDURE 09.36 AP212
☐ 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

Alex Shields Signature of Faculty Sponsor 10/30/17 Date

Trip has been ☒ approved ☐ disapproved. Reason for disapproval

Matt Houser Signature of Superintendent/Designee 10/31/17 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

Send copy to lunchroom: ☐ Yes ☐ No

Bus limit: 2 persons per seat

Admission to event provided by sponsor: ☐ Yes ☐ No

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: 1

White Copy - Central Office

Yellow Copy - Bus Driver

Pink Copy - School Sponsor