Day Trip

School-Related Student Trip Request Form

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

SCHOOL **SCHS**   FACULTY MEMBER(S) SPONSORING TRIP **Edelen**

TYPE OF TRIP (CHECK ONE):

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

☐ Organization/Club Trip, specify_____   ☑ Other (athletic, band, if applicable)

Choir   St. Stephens   **1018   15th St.**

DESTINATION **Baptist Church** ADDRESS **Louisville, 40210** PHONE_____

☐ Out of State   ☑ Out of County ☐ Within County

☐ Overnight: give name, address, phone of lodging_____

DATE(S) OF TRIP **Feb. 22 + 23, 17** DEPARTURE TIME **7:45am** RETURN TIME **10pm**

PURPOSE/EDUCATIONAL VALUE **to perform at the Souther Division ACDA National Conference - Huge accomplishment! :)**

SOURCE OF FUNDING FOR TRIP **Choir**

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 **100** FACULTY SPONSORS **1** OTHER CHAPERONES **3**

TOTAL # OF PARTICIPANTS **104**

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☑ NO   ☑ YES, SEE PROCEDURE 09.36 AP.212. *school buses*

☑ CERTIFICATED COMMON CARRIER; SPECIFY **Miller Transportation**

☐ 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

Lela Edelem   **11/6/17**
Signature of Faculty Sponsor   *Date*

Trip has been ☐ approved/☐ disapproved. Reason for disapproval_____

_____
Signature of Superintendent/Designee   *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 limits: 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:_____

White Copy · Central Office   Yellow Copy · Bus Driver   Pink Copy - School Sponsor