

JOHNSON HURTT BARKER ARMA PO 18208
COPIED & FILED - DIPPOL 2-8-18

School-Related Student Trip Request Form

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

SCHOOL SCHMS FACULTY MEMBER(S) SPONSORING TRIP Karen Coff

TYPE OF TRIP (CHECK ONE):

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

DESTINATION Joanns Fabric ADDRESS Louisville Ky PHONE _____

☐ Out of State ☒ Out of County ☐ Within County

☐ Overnight: give name, address, phone of lodging

DATE(S) OF TRIP 2/21/18 DEPARTURE TIME 9:30 RETURN TIME 2:00

PURPOSE/EDUCATIONAL VALUE getting fabric for GBB sewing club project

SOURCE OF FUNDING FOR TRIP 21st CCLC Grant

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

BILL TRIP EXPENSES TO:

☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☒ OTHER, SPECIFY 21st CCLC grant

NUMBER OF STUDENTS 12 FACULTY SPONSORS 3 OTHER CHAPERONES 3

TOTAL # OF PARTICIPANTS 18

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☒ YES, SEE PROCEDURE 09.36/AP.212.

☐ CERTIFICATED COMMON CARRIER; SPECIFY School bus 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

Signature of Faculty Sponsor

2/8/18
Date

Trip has been ☐ approved ☐ disapproved. Reason for disapproval

Signature of Superintendent/Designee

2-8-18
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: _____

White Copy - Central Office

Yellow Copy - Bus Driver

Pink Copy - School Sponsor

* Rescheduled