

School-Related Student Trip Request Form

SUBMIT THIS FORM ONE WEEK PRIOR TO THE BOARD MEETING.

FACULTY MEMBER(S) SPONSORING TRIP _____**HERALD AND HAMBERG**_____**TYPE OF TRIP (CHECK ONE):**

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

DESTINATION **__SOUTHGATE COMMUNITY CENTER**

- ☐ Out of State ☐ Out of County ☐ Within County
- ☐ Overnight; give name, address, phone of lodging _____

DATE(S) OF TRIP **__APRIL 20, 2018__** DEPARTURE TIME **__12:45** RETURN TIME **__2:45**PURPOSE/EDUCATIONAL VALUE **__ATTEND ARBOR DAY PRESENTATION AND PARTICIPATE IN ACTIVITIES**_____SOURCE OF FUNDING FOR TRIP **__NO CHARGE***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 **__40** FACULTY SPONSORS **__2** OTHER CHAPERONES _____

TOTAL # OF PARTICIPANTS **__42**

MODE OF TRANSPORTATION

- ☐ CERTIFICATED COMMON CARRIER; SPECIFY _____
- ☐ 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? X ☐ Yes ☐ No

_____**Eddie Franke***Signature of Faculty Sponsor*_____**030217***Date*

Trip has been <input type="checkbox"/> approved <input type="checkbox"/> disapproved. Reason for disapproval _____ _____ <div style="display: flex; justify-content: space-between;"> <div>_____ <i>Signature of Board Chairperson</i></div> <div>_____ <i>Date</i></div> </div>
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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