

Capital
TPTD
-HUTT
-BARKER
-PHELPS

-ARNOLD
-IPPEL 32-8CF

School-Related Student Trip Request Form

5.00
\$ 14.00

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

SCHOOL Spencer Co. Middle FACULTY MEMBER(S) SPONSORING TRIP 8th Grade Teachers

TYPE OF TRIP (CHECK ONE):

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

DESTINATION Campbellsville University ADDRESS Campbellsville, KY PHONE _____

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

DATE(S) OF TRIP March 28, 2018 DEPARTURE TIME 8:45 am RETURN TIME 2:00 pm

PURPOSE/EDUCATIONAL VALUE College/Career Week (College Campus Tour)

SOURCE OF FUNDING FOR TRIP (\$12 - \$14 per student to cover lunch and buses)

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 230 approx FACULTY SPONSORS 10-12 OTHER CHAPERONES _____

TOTAL # OF PARTICIPANTS 240-250

MODE OF TRANSPORTATION

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

☐ 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

S Phelps
Signature of Faculty Sponsor

February 22, 2018

Date

Trip has been ☐ approved ☐ disapproved. Reason for disapproval _____

M. L. L...

Signature of Superintendent/Designee

3/1/18
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

Competition trips (athletic/academic) Driver salary plus \$15

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: _____

Meals provided by sponsor: ☐ Yes ☐ No

Send copy to lunchroom: ☐ Yes ☐ No

Bus limits: 2 persons per seat

RELATED PROCEDURES:

09.36 AP.211. 09.36 AP.212

Review/Revised: 09/22/03