

#5-
QF

School-Related Student Trip Request Form

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

SCHOOL SCES FACULTY MEMBER(S) SPONSORING TRIP Ashley Phillips

TYPE OF TRIP (CHECK ONE):

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

DESTINATION Main Street Ray Jewell Park ADDRESS Taylorville PHONE _____

☐ Out of State ☐ Out of County ☐ Within County

☐ Overnight: give name, address, phone of lodging _____

DATE(S) OF TRIP 5/9/18 DEPARTURE TIME 9:00 RETURN TIME 1:00

PURPOSE/EDUCATIONAL VALUE to explore career opportunities

and learn more about local businesses/services

SOURCE OF FUNDING FOR TRIP Students

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

BILL TRIP EXPENSES TO:

☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☒ OTHER, SPECIFY SCES

NUMBER OF STUDENTS 123 FACULTY SPONSORS 7 OTHER CHAPERONES _____

TOTAL # OF PARTICIPANTS 130

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

Ashley Phillips
Signature of Faculty Sponsor

3/28/18
Date

Trip has been ☒ approved ☐ disapproved Reason for disapproval _____

[Signature]
Signature of Superintendent/Designee

4-16-18
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: 2

Instructional Plan for Field Study/Special Event Learning Experience

Teacher: A Phillips
Class: First Grade
Date: 5/1/18
Class Size: 123

Instruction Plan

PRE Activities

* Career lesson
* career day

POST Activities

* discussion about what they learned about career opportunities in our community

Reading/Writing/Math/Science/Social Studies/Arts and Humanities Strategies
(Use any that apply)

Choose one post-assessment of learning activity:

- ☐ Open Response Prompt: _____
- ☐ Student Product: _____
- ☐ Performance Event: _____

* Writing for Authentic Audience: thank you letter

Adaptations or Special Strategies (if applicable)