School-Related Student Trip Request Form

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

SCHOOL **TES**   FACULTY MEMBER(S) SPONSORING TRIP **Annette King**

TYPE OF TRIP (CHECK ONE):

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

☐ Organization/Club Trip, specify _____   ☑ Other (athletic, band, if applicable)
Summer program - TBB - 21st CCLC

DESTINATION **Louisville Zoo**   ADDRESS **1100 Trevilian Way**   PHONE **502-238-5348**

☐ Out of State ☑ Out of County ☐ Within County   **Louisville, KY 40213**

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

DATE(S) OF TRIP **6/22/18**   DEPARTURE TIME **9:30**   RETURN TIME **2:30**

PURPOSE/EDUCATIONAL VALUE **Students will learn about animals and thur habitat.**

SOURCE OF FUNDING FOR TRIP **21st CCLC**

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**

NUMBER OF STUDENTS **150**   FACULTY SPONSORS _____   OTHER CHAPERONES **16**
TOTAL # OF PARTICIPANTS **166**   **(TBB-Staff and Volunteers)** **$8⁰⁰ student**

MODE OF TRANSPORTATION   **$531⁰⁰ buses**

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO   ☑ YES, SEE PROCEDURE 09.36 AP.2 12.   **$1,731⁰⁰**

☐ CERTIFIED 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   **4/16/18**

Annette King
_____ 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
(USDA)

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: **3**