

TBB- 21st CCLC
No Cost to Student

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 Summer Program TBB 21st CCLC ☒ Other (athletic, band, if applicable)

DESTINATION Louisville Science Center ADDRESS 727 W. main st PHONE 502-541-6100

☐ Out of State ☒ Out of County ☐ Within County

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

DATE(S) OF TRIP 6/29/2018 DEPARTURE TIME 9:30 RETURN TIME 2:30

PURPOSE/EDUCATIONAL VALUE Students will experience hands on experiments and activities that have the STEM content.

SOURCE OF FUNDING FOR TRIP 21st CCLC Students will also

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 150 FACULTY SPONSORS _____ OTHER CHAPERONES 110

TOTAL # OF PARTICIPANTS 166

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

Annette King

Signature of Faculty Sponsor

4/16/18

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

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: 3

Meals provided by sponsor: ☒ Yes ☐ No

(USDA)

Send copy to lunchroom: ☒ Yes ☐ No

Bus limits: 2 persons per seat