

\$1,000 buses - 3 @ 145 total

School-Related Student Trip Request Form

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

SCHOOL Spencer Co. Elem FACULTY MEMBER(S) SPONSORING TRIP Noel, Pietz, Penrod, Maynard, Sanford, Mallory, Whitlock
TYPE OF TRIP (CHECK ONE):
☐ Classroom Field Trip ☒ Class Trip (i.e., junior, senior), specify 5th Grade Lake Trip
☐ Organization/Club Trip, specify _____ ☐ Other (athletic, band, if applicable) _____
DESTINATION Tay Lake - Corp of Engineers ADDRESS 2825 Overlook RD PHONE 477-8882
☐ Out of State ☐ Out of County ☐ Within County
☐ Overnight: give name, address, phone of lodging _____
DATE(S) OF TRIP 5/29 5/30 DEPARTURE TIME 9:00 RETURN TIME 2:00
PURPOSE/EDUCATIONAL VALUE Class trip + water safety
SOURCE OF FUNDING FOR TRIP Student

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 143 FACULTY SPONSORS 7 OTHER CHAPERONES parents
TOTAL # OF PARTICIPANTS at least 150

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

Michelle Hall

Signature of Faculty Sponsor

May 11, 2018
Date

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

[Signature]
Signature of Superintendent/Designee

5/11/18
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: 3

Instructional Plan for Field Study/Special Event Learning Experience

Teacher: Noel, Pretz, Pennod, Maynard, Mallory, Sanford, Whitlock

Class: 5th

Date: 5/29 - rain date 5/30

Class Size: 143

Instruction Plan

PRE Activities

Class Trip

POST Activities

Discussion of water safety

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

Class Trip

Choose one post-assessment of learning activity:

- ☐ Open Response Prompt: _____
- ☐ Student Product: _____
- ☐ Performance Event: _____
- ☐ Writing for Authentic Audience: _____

Adaptations or Special Strategies (if applicable)

Class Trip