

Field Trip Request Form

This form is to be used by the staff when requesting permission to take a field trip. The completed form is to be submitted to the Superintendent one (1) week in advance of the next scheduled meeting of the Board. Complete pertinent information on next page.

Destination Monroe Co High School, Thompkinsville, KY

Date(s) of Trip 8/10/2018 Time of Departure 4:00 PM *Time of Return 12:00 AM

Approximate Mileage (one way) 82

Approximate Number of Students 50 Approximate Number of Adults 6

Number of Buses Required 0 Method of Transportation (if not school bus) Charter Bus

Will you stop for lunch? ☐ YES ☒ NO If "YES", where? _____

TEACHER IS RESPONSIBLE FOR NOTIFYING CAFETERIA OF DETAILED LUNCH PLAN

Number of Instructional Days lost 0 Justification: What is to be learned? _____

How will the experience be used and evaluated? _____

Names of chaperones (if applicable) football Coaching Staff

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?

☒ YES ☐ NO

TRIP INFORMATION**Financial Costs**

Mileage (estimate) \$ _____

Driver (estimate) \$ _____

Hotel \$ _____

Meals \$ _____

Admission \$ _____

TOTAL \$ _____

Method of Payment

Student Payment \$ _____

School Activity Acct \$ _____

Athletic Boosters \$ _____

Band Boosters \$ _____

Requested by Glenn Spalding Date 6/11/18

Approved/Disapproved Steve Smallwood, Principal Date 6/12/18

Approved/Disapproved _____, Superintendent Date _____

Principal approval for all field trips.

Superintendent approval is required for all field trips over 65 miles one (1) way.

Superintendent approval is required for all overnight field trips.

*On school days, the return time should not exceed 2:00 p.m.

Field Trip Request Form

This form is to be used by the staff when requesting permission to take a field trip. The completed form is to be submitted to the Superintendent one (1) week in advance of the next scheduled meeting of the Board. Complete pertinent information on next page.

Destination New York City
 Date(s) of Trip 4/25/19 - 4/29/19 Time of Departure 3:00 PM *Time of Return 1:00 PM
 Approximate Mileage (one way) 800 miles Approximate Number of Students 50
 Number of Buses Required 1 Method of Transportation (if not school bus) Wise Charter
 Will you stop for lunch? ☒ YES ☐ NO If "YES", where? Different stops for food throughout
Kenwood Mall, Hard Rock Café, Bucca di Beppo

TEACHER IS RESPONSIBLE FOR NOTIFYING CAFETERIA OF DETAILED LUNCH PLAN

Number of Instructional Days lost 2 Justification: What is to be learned? Students will travel to New York to learn about the city
 How will the experience be used and evaluated? The experience will be used to expose students to the city life of New York
 Names of chaperones (if applicable) Rex Hanson and other adult chaperones that sign up

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?

☒ YES ☐ NO

TRIP INFORMATION**Financial Costs**

Mileage	\$	
Driver	\$	
Hotel	\$	
Admission	\$	
Meals	\$	
TOTAL	\$	\$750.00

Method of Payment

Student Payment	\$	\$750.00
School Activity Acct	\$	
Athletic Boosters	\$	
Band Boosters	\$	

Requested by Rex Hanson Date 6/11/18
 Approved/Disapproved Steve Smalkwood, Principal Date 6/11/18
 Approved/Disapproved _____, Superintendent Date _____

Principal approval for all field trips.

Superintendent approval is required for all field trips over 65 miles one (1) way.

Board of Education approval is required for all overnight field trips.

Superintendent

*On school days, the return time should not exceed 2:00 p.m.