

OF
\$14.-

School-Related Student Trip Request Form

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

SCHOOL SEES FACULTY MEMBER(S) SPONSORING TRIP K. Stapp + Lindsey

TYPE OF TRIP (CHECK ONE):

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

DESTINATION Desires Pumpkin ADDRESS 623 Talmae PHONE 859-613-6900
☐ Out of State ☒ Out of County ☐ Within County Harrodsburg Ky 40330
☐ Overnight: give name, address, phone of lodging _____

DATE(S) OF TRIP 10-9-18 DEPARTURE TIME 9:00 RETURN TIME 3:15
PURPOSE/EDUCATIONAL VALUE Life Cycle

SOURCE OF FUNDING FOR TRIP Parent

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 120 FACULTY SPONSORS 12 OTHER CHAPERONES _____

TOTAL # OF PARTICIPANTS 132

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☒ NO ☐ YES, SEE PROCEDURE 09.36 AP.212.

☒ CERTIFICATED COMMON CARRIER; SPECIFY Jefferson Transportation

☐ 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

Betsy
Signature of Faculty Sponsor

8-13-18
Date

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

Jane Anderson
Signature of Superintendent/Designee

August 13, 2018
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: _____

Instructional Plan for Field Study/Special Event Learning Experience

Teacher: K - Stace PF

Class: K + FMD

Date: 10-9-18

Class Size: _____

Instruction Plan

PRE Activities

Read text in regard to a pumpkin patch
Illustrate life cycle

POST Activities

Weigh pumpkins, large vs small
Graph favorite activity at pumpkin patch

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

Write & illustrate about pumpkin patch
experience

Choose one post-assessment of learning activity:

☐ Open Response Prompt: _____

☒ Student Product: Journal

☐ Performance Event: _____

☐ Writing for Authentic Audience: _____

Adaptations or Special Strategies (if applicable)