

**School-Related Student Trip Request Form**

SUBMIT THIS FORM ONE WEEK PRIOR TO THE BOARD MEETING.

FACULTY MEMBER(S) SPONSORING TRIP Kelly Green, Krista Baioni

## 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 Campbell County Library ADDRESS 1000 Highland Ave. PHONE (859) 572-5033

- ☐ Out of State ☐ Out of County ☒ Within County

☐ Overnight; give name, address, phone of lodging \_\_\_\_\_DATE(S) OF TRIP Varies DEPARTURE TIME See attach<sup>ment</sup> RETURN TIME \_\_\_\_\_PURPOSE/EDUCATIONAL VALUE Students will be introduced to the Public Library. Students can get a library card.SOURCE OF FUNDING FOR TRIP N/A -> No cost*NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.*BILL TRIP EXPENSES TO: ☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY No costNUMBER OF: STUDENTS 180 FACULTY SPONSORS 2 OTHER CHAPERONES 11 at least  
TOTAL # OF PARTICIPANTS \_\_\_\_\_MODE OF TRANSPORTATION Walking field trip☐ CERTIFICATED COMMON CARRIER; SPECIFY \_\_\_\_\_☐ PRIVATE VEHICLE, AS ALLOWED BY POLICY; SPECIFY DRIVER(S) \_\_\_\_\_

SUPERVISION (ATTACH LIST OF NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP.)

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? ☒ Yes ☐ NoKelly Green*Signature of Faculty Sponsor*9-5-18*Date*Trip has been ☐ approved ☐ disapproved. Reason for disapproval \_\_\_\_\_*Signature of Board Chairperson**Date*

For overnight and/or out-of-state trips, approval of the Board may be required by policy 09.36.

**RELATED PROCEDURES:**

09.36 AP.211, 09.36 AP.23

Review/Revised:7/11/13

## Campbell County Library Visit Schedule

Grade	Day	Date	Time
Kindergarten	Thursday	September 20	12:10-1:40
First	Monday	September 17	1:00-2:30
Second	Friday	September 14	1:00-2:30
Third	Monday	September 17	9:00-10:30
Fourth	Friday	September 14	9:00-10:30
Fifth	Wednesday	September 26	9:30-11:00
Sixth	Wednesday	September 26	9:30-11:00
Seventh	Monday	September 24	12:40-2:20
Eighth	Monday	September 24	12:40-2:20

Chaperones: Krista Baioni  
Shannon Hansman  
Kelly Green  
Teacher for that class