

OK #141-

## School-Related Student Trip Request Form

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

SCHOOL SCES FACULTY MEMBER(S) SPONSORING TRIP K Staff + Lindsey + Staff

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 Devine's Pumpkin ADDRESS 623 Talmage PHONE 859-663-6900  
☐ 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 12 FACULTY SPONSORS \_\_\_\_\_ OTHER CHAPERONES \_\_\_\_\_

TOTAL # OF PARTICIPANTS 17

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) \_\_\_\_\_

special ed bus

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

Lindsey Januselt  
Signature of Faculty Sponsor

8-13-18  
Date

Trip has been ☒ approved ☐ disapproved. Reason for disapproval \_\_\_\_\_

Jane Anderson  
Signature of Superintendent/Designee

10-1-18  
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: \_\_\_\_\_

# Instructional Plan for Field Study/Special Event Learning Experience

Teacher: K - SL & FF

Class: K + EMD

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)