

School-Related Student Trip Request Form

SUBMIT THIS FORM ONE WEEK PRIOR TO THE BOARD MEETING.

FACULTY MEMBER(S) SPONSORING TRIP Mary Melville

TYPE OF TRIP (CHECK ONE):

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

DESTINATION NKU ADDRESS Highland Heights PHONE _____

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

☐ Overnight; give name, address, phone of lodging _____DATE(S) OF TRIP Monday, Dec. 17, 2018 DEPARTURE TIME 8:30-8:45 RETURN TIME 1:00pm?PURPOSE/EDUCATIONAL VALUE Leadership Symposium - to develop leaders in our G/T students

SOURCE OF FUNDING FOR TRIP _____

*NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.*BILL TRIP EXPENSES TO: ☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY Dayton will charge \$5/student for transportationNUMBER OF: STUDENTS 14 FACULTY SPONSORS 1 OTHER CHAPERONES 1

TOTAL # OF PARTICIPANTS _____

(Shannon Hansma)

MODE OF TRANSPORTATION

☒ CERTIFICATED COMMON CARRIER; SPECIFY Dayton School Bus☐ 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 ☐ NoMary M. Melville
Signature of Faculty Sponsor9/21/18
DateTrip has been ☐ approved ☐ disapproved. Reason for disapproval _____[Signature]
Signature of Board Chairperson10/15/18
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