

School-Related Student Trip Request Form

SUBMIT THIS FORM ONE WEEK PRIOR TO THE BOARD MEETING.

FACULTY MEMBER(S) SPONSORING TRIP: **MIRANDA SMITH**

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: **ENTERTAINMENT JUNCTION** ADDRESS: **7379 SQUIRE COURT WEST CHESTER, OHIO**PHONE: **513-898-8000**☒ **Out of State** ☐ Out of County ☐ Within County☐ Overnight; give name, address, phone of lodging _____DATE(S) OF TRIP: **THURSDAY, DECEMBER 13TH** DEPARTURE TIME: **9:15 AM** RETURN TIME: **1:45 PM**PURPOSE/EDUCATIONAL VALUE: **PRESCHOOL STUDENTS WILL EXPERIENCE THE CHRISTMAS DISPLAY AT ENTERTAINMENT JUNCTION, LEARN ABOUT VARIOUS TRAINS AND BUILDINGS, MEET SANTA, AND EXPLORE THE FUNHOUSE.**SOURCE OF FUNDING FOR TRIP: **PRESCHOOL GRANT – SEE MARLENE***NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.*BILL TRIP EXPENSES TO: ☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☒ **OTHER,**
SPECIFY: **PRESCHOOL GRANT – MARLENE JONES**NUMBER OF STUDENTS: **26**FACULTY SPONSORS: **5**OTHER CHAPERONES: **6**TOTAL # OF PARTICIPANTS: **37**

MODE OF TRANSPORTATION

☒ **CERTIFICATED COMMON CARRIER; SPECIFY: NEWPORT**☐ 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** ☐ No*Miranda Smith**Signature of Faculty Sponsor***November 7th, 2018***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

List of approved chaperones:

- Cierra O'Banion
- Sierra Couch
- Carrie Weber
- Ben Grammer
- Gina Laycock
- Paige Roberts