

Field Trip Request Form

This form is to be used by the staff when requesting permission to take a field trip. The completed form is to be submitted to the Superintendent one (1) week in advance of the next scheduled meeting of the Board. Complete pertinent information on next page.

Destination Chicago

Date(s) of Trip 4/26/2019-4/28/19 Time of Departure 6:00 AM Time of Return 9:00 PM

Approximate Mileage (one way) 250 miles Approximate Number of Students 20

Number of Buses Required 1 Method of Transportation (if not school bus) Koinonia Charter

Will you stop for lunch? ☒ YES ☐ NO If "YES", where? Different stops for food throughout

TEACHER IS RESPONSIBLE FOR NOTIFYING CAFETERIA OF DETAILED LUNCH PLAN

Number of Instructional Days lost 2 Justification: What is to be learned? Students will travel to Chicago to learn about the city

How will the experience be used and evaluated? The experience will be used to expose students to the city life of Chicago

Names of chaperones (if applicable) Rex Hanson, Melissa Butler, Lisa Mudd

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?

☒ YES ☐ NO

TRIP INFORMATION**Financial Costs**

Mileage	\$	
Driver	\$	
Hotel	\$	
Admission	\$	
Meals	\$	
TOTAL	\$	\$750.00

Method of Payment

Student Payment	\$	\$750.00
School Activity Acct	\$	
Athletic Boosters	\$	
Band Boosters	\$	

Requested by Rex Hanson Date 2/14/19

Approved/Disapproved Jennifer Burnham, Principal Date 2/14/19

Approved/Disapproved _____, Superintendent Date _____

Principal approval for all field trips.

Superintendent approval is required for all field trips over 65 miles one (1) way.

Board of Education approval is required for all overnight field trips.

*On school days, the return time should not exceed 2:00 p.m.