

## School-Related Trip Request Form

Submit request TWO WEEKS prior to trip. If less than two weeks, explain \_\_\_\_\_

SCHOOL DHS NAME of FACULTY SPONSOR Jane Dewey CELL # 859-691-1866

TRIP DETAILS ☐ Local-In County ☒ Out-of-County

DESTINATION RiverPark Center ADDRESS: 101 Daviess St. Owensboro, Ky  
☒ Overnight ☐ Out-of-State (Board approval required for overnight and out of state trips) 142303

Lodging Hampton Inn Phone 270-685-2005  
Address 401 W. 2nd St. City Owensboro, Ky State Ky

DATE(S) OF TRIP: 10/17-10/19 DEPARTURE TIME: TBD RETURN TIME: TBD

PURPOSE/EDUCATIONAL VALUE: Kentucky Thespian Festival

### NUMBER OF PARTICIPANTS

14 Students 2 Faculty Sponsors 16 Other Chaperones 16 TOTAL # of Participants  
Name(s) of Adult Chaperones: J. Dewey, M. Springs

### STUDENT HEALTH NEEDS (Consult with school nurse or designee for participant health needs)

Health Plans Provided for Trip: School Nurse or Designee Signature Samuel Wolfe RN

### FOOD SERVICE NEEDS (Consult with cafeteria manager)

Travel Lunches Requested (List zero for none needed) 14 \*Leaving afterschool things.  
Cafeteria Manager Signature: Mich L. Hume

### REQUESTED MODE OF TRANSPORTATION \*Travel w/ Boyle Co. High School

- ☐ DISTRICT BUS (Follow Policy 09.36) Request Specific Driver (pending availability): \_\_\_\_\_  
☐ CERTIFICATED COMMON CARRIER (specify): \_\_\_\_\_ (Board Approval Required)  
☐ BOARD-OWNED VEHICLE: Vehicle \_\_\_\_\_ Driver: \_\_\_\_\_ (District Approval Required)

Specify Location of Student Pick-up TBD

### SOURCE OF FUNDING (List organization for billing purposes) No student shall be denied the trip because of inability to pay.

School \_\_\_\_\_ Club or Organization: Thespian Chapter DHS  
Athletics (list sport): \_\_\_\_\_ Other (specify): \_\_\_\_\_

Faculty Sponsor's Signature: Jane Dewey Date: Aug. 26, 2019

### APPROVAL - SCHOOL ADMINISTRATION (Principal/Designee or Athletic Director)

☒ Approved ☐ Not Approved Reason: \_\_\_\_\_  
Principal or Designee Signature [Signature] Date 9-4-19

School Bookkeeper Signature: \_\_\_\_\_ Munis: \_\_\_\_\_ Date: \_\_\_\_\_

(Upon approval, send original form to central office transportation supervisor. Keep pink duplicate for records.)

### APPROVAL - BOARD OF EDUCATION (for overnight and/or out-of-state requests ONLY)

☐ Approved ☐ Not Approved Reason: \_\_\_\_\_  
Board Chair / Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_

(Upon approval, send completed form to district transportation supervisor)

### APPROVAL - TRANSPORTATION MANAGER

☐ Approved ☐ Not Approved Reason: \_\_\_\_\_

Name of Driver Assigned: \_\_\_\_\_ Bus Number: \_\_\_\_\_

Transportation Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

Special Instructions (if any): \_\_\_\_\_

After approval or non-approval, transportation department shall provide a copy of this form to requesting sponsor.

Original - District Transportation Dept.



Tammy McDonald &lt;tammy.mcdonald@danville.kyschools.us&gt;

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**Re: Field trip transportation**

2 messages

**Jane Dewey** <jane.dewey@danville.kyschools.us>

Tue, Sep 10, 2019 at 11:21 AM

To: Tammy Shelton &lt;tammy.mcdonald@danville.kyschools.us&gt;, Teresa Osbourn &lt;teresa.osbourn@danville.kyschools.us&gt;

Travel Arrangements for Thespian State Festival Field Trip Oct. 17 - 19:

This is the same trip DHS took last year with the Boyle County Chapter to the state theatre festival and the basic travel plans are the similar. Ron was in the loop last year and Ed is this year.

- We will travel with the Boyle County Chapter on their bus. With both groups there are a total of about 32 students with 4 chaperones. Two from Boyle and two from Danville. Last year we departed from and returned to BCHS.
- The cost of the bus is split between the two high school chapters and Boyle bills us for our half. Approximately \$650 last year and the bill came a couple of months after the trip.
- DHS Chapter fundraises the majority of the cost and we have approximately half the amount currently raised with additional fundraisers set up. Students not free/reduced lunch pay a nominal amount - \$35 towards total costs.

Let me know if you have any other questions. Thank you!

**Jane Dewey****Director of Arts Education** | Danville Independent Schools

Phone: 859.936.8416

Site: [www.danvilleschools.net](http://www.danvilleschools.net)Address: [152 Martin Luther King Blvd. Danville, KY 40422](#) [Gravely Hall Performing Arts Center](#)

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