

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 Lloyd Memorial HS Erlanger, Ky
 Date(s) of Trip 11/1/2019 Time of Departure 3:15 PM *Time of Return 1:00 AM
 Approximate Mileage (one way) 150
 Approximate Number of Students 45 Approximate Number of Adults 7
 Number of Buses Required 1 Method of Transportation (if not school bus) Motor Coach
 Will you stop for lunch? NO If "YES", where? _____

TEACHER IS RESPONSIBLE FOR NOTIFYING CAFETERIA OF DETAILED LUNCH PLAN

Number of Instructional Days lost 0 Justification: What is to be learned NA
 How will the experience be used and evaluated? NA
 Names of chaperones (if applicable) EHS Football Coaching staff

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

TRIP INFORMATION

Financial Costs

Mileage (estimate) \$ _____
 Driver (estimate) \$ _____
 Hotel \$ _____
 Meals \$ _____
 Admission \$ _____
TOTAL \$ _____

Method of Payment

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

Other- Quarterback club

Requested by Glenn Spalding Date 8/5/19
 Approved/Disapproved _____, Principal Date _____
 Approved/Disapproved _____, Superintendent Date _____

 Principal approval for all field trips.

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

 Superintendent approval is required for all overnight field trips.

Board approval required for Charter Bus

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