

Local

### School-Related Student Trip Request Form

SUBMIT THIS FORM TWO (2) WEEKS PRIOR TO THE TRIP

SCHOOL SCHS FACULTY MEMBER(S) SPONSORING TRIP J. Philip Bruce  
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 Step 2 Reno, NV ADDRESS 1257 Bardonia Rd. PHONE 502-451-0700  
Step 2 World Market 4600 Shelbyville Rd. 502-891-0086

☐ Out of State ☒ Out of County ☐ Within County

☐ Overnight: give name, address, phone of lodging \_\_\_\_\_

DATE(S) OF TRIP March 17 DEPARTURE TIME 1000A RETURN TIME 2:00P  
PURPOSE/EDUCATIONAL VALUE Students will practice target language and experience culture in a real world context  
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 \_\_\_\_\_

NUMBER OF STUDENTS 56 FACULTY SPONSORS 2 OTHER CHAPERONES \_\_\_\_\_

TOTAL # OF PARTICIPANTS 58

MODE OF TRANSPORTATION \_\_\_\_\_

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☒ YES, SEE PROCEDURE 09.36 AP.212

☐ CERTIFICATED COMMON CARRIER; SPECIFY \_\_\_\_\_

☐ PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) \_\_\_\_\_

SUPERVISION (Attach list of names of adults accompanying students on trip).

Have all chaperones undergone the required records AOC check and been designated by the principal/designee to supervise students? ☒ YES ☐ NO

Signature of Faculty Sponsor J. Philip Bruce

12-2-19  
Date

Trip has been ☐ approved ☐ disapproved. Reason for disapproval \_\_\_\_\_

Signature of Superintendent/Designee [Signature]

12/10/19  
Date

For overnight and/or out-of-state trips, approval of the superintendent and/or Board may be required by policy 09.36.

#### FIELD TRIP CHARGES

\$.93 per mile

Regular hourly rate for driver, plus overtime if driver's hours exceed 40 per week.

Meals provided by sponsor: ☐ Yes ☐ No

Send copy to lunchroom? ☐ Yes ☐ No

Admission to event provided by sponsor: ☐ Yes ☐ No

Bus limits: 2 persons per seat

Overnight lodging: Single room

Drive time starts 15 min. before departure and ends 15 minutes after arrival

Driver requested: 1. \_\_\_\_\_ 2. \_\_\_\_\_ Number of buses requested: 2

White Copy - Central Office

Yellow Copy - Bus Driver

Pink Copy - School Sponsor