

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 Hilton/ Dallas-Ft. Worth Convention Center, Ft. Worth, 815 Main Street, Texas 76102

Date(s) of Trip 6/14/2020-6/18/20 Time of Departure 9:40am on 6/14/20 \*Time of Return 7:40pm on 6

Approximate Mileage (one way) NA

Approximate Number of Students 25 Approximate Number of Adults 3

Number of Buses Required NA Method of Transportation (if not school bus) Flying

Will you stop for lunch? YES 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? Students that placed at the state convention will comp

How will the experience be used and evaluated? Students will be competing for a National Beta title

Names of chaperones (if applicable) Lisa Hornback, Vickie Shearer, Alex Shearer

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

YES NO

**TRIP INFORMATION**

**Financial Costs**

Mileage (estimate)	\$	<u>NA</u>
Driver (estimate)	\$	<u>Flight \$7500.00</u>
Hotel	\$	<u>\$7,185.00</u>
Meals	\$	<u>\$2,750.00</u>
Admission	\$	<u>\$625.00</u>
<b>TOTAL</b>	<b>\$</b>	<b><u>\$18,060.00</u></b>

**Method of Payment**

Student Payment	<u>\$300.00</u>
School Activity Acct	<u>Beta</u>
Athletic Boosters	<u>\$</u>
Band Boosters	<u>\$</u>

Requested by Lisa Hornback Date 2/3/20

Approved/Disapproved Jennifer Burnham, Principal Date 2/4/20

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.

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