

School-Related Student Trip Request Form

INSTRUCTIONS

1. Requests for trips (athletic events, conferences, field trips, etc....) must be submitted 3 weeks prior to trip.
2. Requests for overnight or out-of-state trips must be submitted 6 weeks prior to trip.
3. Please attach a tentative transportation itinerary, including any planned stops.
4. If overnight trip, attach name, address and phone number of lodging.

SCHOOL ACS HS FACULTY MEMBER IN CHARGE O Farris

TYPE OF TRIP (CHECK ONE):

☒ Classroom Field Trip Organization/Club Trip, specify FCS classes - Foods/Culinary
☐ Class Trip (i.e. junior, senior), specify _____ Other (Athletic, etc...) specify, _____

DESTINATION: Shimpff Confectionery ADDRESS 347 Spring Street PHONE 812 2838367
Jeffersonville IN 47130☒ Out of State☐ Out of County☐ Within County☐ OvernightDATE(S) OF TRIP March 23 TIME YOU PLAN TO DEPART FROM SCHOOL 7:50 amAPPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL 4:30 pmPURPOSE/EDUCATIONAL VALUE to tour a candy factoryBILL TRIP EXPENSES TO: Carl's

Attach a description of estimated expenses including, but not limited to, lodging, meals, registration, and all other anticipated travel expenses.

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY

NUMBER OF: Students 45 Faculty Sponsors 1 Other Chaperones 1
 Total # of Participants (Riders) 47

MODE OF TRANSPORTATION

Is District Transportation Needed? No ☒ Yes, see Procedure 09.36 AP.212

Certificated Common Carrier (i.e. Charter Bus), specify company _____

Private Vehicle, if allowed by policy; specify driver(s) _____

Any special transportation needs? (e.g. under storage compartments for luggage, etc...) _____

SUPERVISION (ATTACH LIST OF NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP)

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

Signature of Faculty Sponsor

Date

Trip has been ☒ approved ☐ disapproved, reason for disapproval _____

Signature of Superintendent/Designee

Date

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