

**School-Related Student Trip/Vehicle Request Form**

SUBMIT THIS FORM TWO WEEKS PRIOR TO THE TRIP.

SCHOOL High School FACULTY MEMBER(S) SPONSORING TRIP Carballoso/ Webster

Classroom Field Trip     Class Trip, specify Senior Class 2020  
 Organization/Club Trip, specify \_\_\_\_\_     Other (athletic, band, if applicable)

Destination St. Louis, Address \_\_\_\_\_ Phone \_\_\_\_\_

Out of State     Out of County     Within County

Overnight; give name, address, phone of lodging \_\_\_\_\_

Date of Request 3/16/20 Date of Trip 4/16-4/18 Person Requesting Webster

Departure Time 8:00 Return Time 6p Number of Riders 30 Number of Chaperones 3

**ATTACH LIST OF NAMES OF ADULTS/STUDENTS ON TRIP**

Faculty Sponsor Carballoso/ Webster  
(Certified Person Responsible for Student)

Principal [Signature] SBDM Chair [Signature]

Charged to/Source of Funding \_\_\_\_\_ Have all chaperones been approved?  Yes  No

Meals Required:     Sack Lunch     Fast Food     Other provided

List Special Equipment To Be Transported—Items Which Cannot Be Held In Lap.

Number Of Buses Requested 0 Regular Bus 0 Special Needs Bus 0 Van 0

Ratio of Students to Adults	
High School	20 to 1
Middle School	10 to 1
Elementary	5 to 1

\*For daily trips, a simple way to estimate cost is \$1/mile and \$20/hour, per bus.

**This section to be completed by Transportation/Central Office.**

Trip Calculation

Bus \_\_\_\_\_ X \$1.00 = \$ \_\_\_\_\_ Mileage Bill to: \_\_\_\_\_

Total Miles \_\_\_\_\_ X \_\_\_\_\_ = \$ \_\_\_\_\_ Driver Rate

Avg. OT Rate = \$ \_\_\_\_\_ \$ \_\_\_\_\_ Total

# of Buses Approved: \_\_\_\_\_ Approval of Transportation Director: \_\_\_\_\_ Date \_\_\_\_\_

Acceptance by Driver: \_\_\_\_\_ Date \_\_\_\_\_

**For overnight and/or out-of-state trips, approval of the Superintendent and Board is required.**

_____ Superintendent	_____ Date	_____ Board Chairperson	_____ Date
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**RELATED PROCEDURES:**

09.36 AP.211, 09.36 AP.23

Review/Revised:6/22/09

**Trip Highlights: St. Louis!**

**COST: \$570.00 (Per person) Will fundraise to help lower cost.**

**MUST HAVE 22 people to go!**

- 2 Nights Hotel w/breakfast
- St Louis Zoo
- St Louis Arch Tour
- Fudruckers Meal
- Six Flags W/Meal Voucher
- Pizza Dinner at hotel
- Charter bus

Date:	Amount Due:	Total Paid:	Date Paid:	Signature of Carballoso or Webster
October 25, 2019	\$50.00			
November 8, 2019	\$50.00			
November 22, 2019	\$50.00			
December 13, 2019	\$50.00			
January 10, 2020	\$50.00			
January 24, 2020	\$50.00			*Should have about \$300 by end of Jan!
February 7, 2020	\$50.00			
February 21, 2020	\$50.00			
March 6, 2020	\$50.00			
March 20, 2020	\$50.00			
April 3, 2020	\$70.00			
<b>TOTAL</b>	<b>570.00</b>			

### **Potential Schedule**

April 16, 2020

- 8:00AM Depart GCHS
- Lunch Stop (on own) outside of St Louis
- 2:00PM St Louis Arch Tour
- 5:00PM Check in to hotel
- 7:00PM Pizza Dinner or Fudruckers

April 17, 2020

- Breakfast at hotel
- 10:00AM – depart for 6 flags (1 meal voucher included)
- 7:00PM – Depart for Dinner
- 8:00PM – Pizza Dinner or Fudruckers

April 18, 2020

- Breakfast at hotel
- 9:00AM – Depart for St Louis Zoo
- 12:00PM – Depart for home
- 6:00PM – Estimated Arrival GCHS