

School-Related Student Trip/Vehicle Request Form

SUBMIT THIS FORM TWO WEEKS PRIOR TO THE TRIP.

SCHOOL

CCMS

FACULTY MEMBER(S) SPONSORING TRIP

Maxwell☐ Classroom Field TripClass Trip, specify 8th Grade Trip☐ Organization/Club Trip, specify

Other (athletic, band, if applicable)

Destination

Washington D.C.Address - Hotel

Phone

Hampton Inn and Suites☒ Out of State

Out of County

Within County

560 North Frederick Avenue  
Gaithersburg, MD 20879

Overnight; give name, address, phone of lodging

Date of Request 2-25-20Date of Trip 4-22-20Person Requesting Karen MaxwellDeparture Time 8:00 a.m.Return Time 6:00 a.m.Number of Riders 55Number of Chaperones 15ATTACH LIST OF NAMES OF ADULTS/STUDENTS ON TRIP Faculty

Sponsor

Karen Maxwell  
(Certified Person Responsible for Student)

Principal/SBDM Chair

Kimberly 3/2/2020Charged to/Source of Funding Ø

Have all chaperones been approved?

☒ Yes NoMeals Required: No

Sack Lunch

Fast Food

Other

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

Number Of Buses Requested

Regular Bus

Special Needs Bus

Van

40 students  
15 adultsRatio 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.