# School-Related Student Trip Request Form

SCHOOL **SCES** ........................ FACULTY MEMBER(S) SPONSORING TRIP **Wood**

TYPE OF TRIP (CHECK ONE):

☐ Classroom Field Trip   ☐ Class Trip (i.e., junior, senior), specify _____

☐ Organization/Club Trip, specify _____   ☒ Other (athletic, band, if applicable)

**Kentucky Exposition Center**
**937 Phillips Ln.**

DESTINATION _____ ADDRESS **Louisville, KY 40209** PHONE _____
**937 Phillips Ln.**

☐ Out of State   ☒ Out of County   ☐ Within County

☐ Overnight: give name, address, phone of lodging _____

DATE(S) OF TRIP **3-13-21** ........ DEPARTURE TIME **1:30** RETURN TIME **5:30**

PURPOSE/EDUCATIONAL VALUE **SCES Archery Team State Tournament**
_____

SOURCE OF FUNDING FOR TRIP **Kroger Acct.** _____

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 **16** FACULTY SPONSORS **1** OTHER CHAPERONES _____

TOTAL # OF PARTICIPANTS **17**

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

_____ **3/15/21**
*Signature of Faculty Sponsor*                    *Date*

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Trip has been ☒ approved ☐ disapproved. Reason for disapproval _____

**Gina McGuire** _____ **3-5-21**
*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.

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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

Admission to event provided by sponsor:   ☐ Yes  ☒ No

Send copy to lunchroom:   ☐ Yes  ☒ No
Bus limits: 2 persons per seat

Overnight lodging : Single room

Driver time starts 15 min. before departure and ends 15 min. after arrival

Driver requested: 1. **Jason Hahn** 2. **Jodette Hahn**   Number of buses requested: **1**