

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 Kentucky Legends 2A Championships

Date(s) of Trip 4/23/21 Time of Departure 10:30 AM \*Time of Return 4/24/21

Approximate Mileage (one way) 100

Approximate Number of Students 20 Approximate Number of Adults 4

Number of Buses Required 1 Method of Transportation (if not school bus) \_\_\_\_\_

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 \_\_\_\_\_

How will the experience be used and evaluated? \_\_\_\_\_

Names of chaperones (if applicable) Jimmy Schmidt, Olivia DeZam and Don Pitts

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

YES NO

**TRIP INFORMATION**

Financial Costs		Method of Payment	
Mileage (estimate)	\$ <u>\$95.00</u>	Student Payment	\$ _____
Driver (estimate)	\$ <u>\$320.00</u>	School Activity Acct	\$ _____
Hotel	\$ <u>\$200.00</u>	Athletic Boosters	\$ _____
Meals	\$ <u>\$200.00</u>	Band Boosters	\$ _____
Admission	\$ _____		
TOTAL	\$ <u>\$815.00</u>		

Requested by Jimmy Schmidt

Date 4/15/21

Approved/Disapproved [Signature], Principal

Date 4-15-21

Approved/Disapproved \_\_\_\_\_, Superintendent

Date \_\_\_\_\_

[Signature] 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.