

* Approved by SBDM on 9/20/21

STUDENTS

09.36 AP.21

School-Related Student Trip/Vehicle Request Form

SUBMIT THIS FORM TWO WEEKS PRIOR TO THE TRIP.

SCHOOL Gallatin County Middle School FACULTY MEMBER(S) SPONSORING TRIP Dillon Craig
 Classroom Field Trip Class Trip, specify 8th Grade Washington D.C. Trip (through WorldStrides)
 Organization/Club Trip, specify _____ Other (athletic, band, if applicable)
 Destination Washington D.C. Address TBD by WorldStrides Phone 800-468-5899
 Out of State Out of County Within County
 Overnight; give name, address, phone of lodging TBD by WorldStrides

Date of Request 9/15/2021 Date of Trip 4/27-5/1 2022 Person Requesting Dillon Craig
 Departure Time 8:00 a.m. Return Time TBD Number of Riders TBD Number of Chaperones TBD
 (or TBD)

ATTACH LIST OF NAMES OF ADULTS/STUDENTS ON TRIP * Enrollment/Registration is still open

Faculty Sponsor Dillon Craig
 (Certified Person Responsible for Student)

Principal Hell: Hunt SBDM Chair [Signature]

Charged to/Source of Funding By trip attendees Have all chaperones been approved? Yes No

Meals Required: Sack Lunch Fast Food Other Meal tickets provided by WorldStrides

List Special Equipment To Be Transported—Items Which Cannot Be Held In Lap.
Possibly tents and coolers for snacks/drinks

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

* Transportation provided by WorldStrides

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 _____

Avg. OT Rate = \$ _____ X _____ = \$ _____ Driver 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

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.23

Review/Revised:6/22/09