

School Field Trip Packet - Overnight/Greater than 100 miles with District Transportation

Organization: **Marion County Public Schools**

Employee: **TARA WADE**

Assigned To: **User - kim.hood**

[Show History](#)

NOTE: Field trip packets that require Board approval will only be approved at the first regular board meeting each month.

School Professional Leave

03.125 AP.21

* Employee Name	Tara Wade
* School/Work site	Marion County High School
* Date(s) of leave	10/26/21
* Time of departure	07:00 am
* Destination	Nissan Stadium, Nashville, TN
* Purpose/Rationale for attending	Titan Learning Lab
* Number of students involved	30

* Substitute needed (please remember to enter your absence in Aesop, Yes even if a substitute is not required.)

<i>Number of days (Avg. \$100 a day)</i>	1
<i>Substitute code</i>	MCHS Business Ed
* Registration	Yes
<i>Registration cost</i>	30
<i>Registration code</i>	
* Mileage	No
<i>Number of miles</i>	
<i>Number of days</i>	
* Lodging	No
<i>Cost per night</i>	
<i>Number of nights</i>	
<i>Lodging rate</i>	
* Meals	No
<i>Estimated total meal cost</i>	
<i>Meals/Mileage/Parking/Lodging Code</i>	
* Grand total of expenses	130

***An overnight stay is required for reimbursement of any meals. Any meal exceeding \$5.00 must be substantiated by an itemized receipt. Maximum allowable food expenditure per day shall be \$40.00 in state and \$46.00 out of state. For lodging to be reimbursed, an original, itemized receipt is required. Registration fees, parking tolls, etc. may be reimbursed with original receipts. Credit card slips, registration forms, or check copies are not accepted as receipts. A Travel Voucher (03.125 AP.22) must be completed after the conference/workshop, etc., to receive reimbursement for actual expenses.**

Notes

Reviewed/Revised: 01/12/2015

09.36 AP.21

* Faculty member(s) sponsoring trip	Tara Wade
* Type of trip (i.e. classroom, organization, club, athletic, band)	FBLA
* Destination name	Nissan Stadium
* Destination address	1 Titans Way, Nashville, TN 37213
* Destination phone	6155654300
<i>Lodging name</i>	
<i>Lodging address</i>	2505 Horan Lane
<i>Lodging phone</i>	
* Date(s) of trip	10/26/21
* Time of departure	07:00 am
* Purpose/Educational value	
Titan Learning Lab: Trip offers students an opportunity to go behind the scenes and learn about the inner-workings and careers associated with an NFL team.	
* Source of funding for trip	Business Education
<i>No student shall be denied the trip because of the inability to pay.</i>	
* Bill trip expenses to (i.e. Sponsoring organization, school council, Board)	Business Education
* Number of students	30
* Number of faculty sponsors	1
* Other chaperones	0
* Total number of participants	21
* Supervision (Attach list of names of students and chaperones)	

FBLA Members 2021-22 - Sheet1.pdf

Added 9/23/2021 6:51:00 AM

[view](#)

Add a File

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

Reviewed/Revised: 01/12/15

 **School Bus Request**

This authorization for the use of this vehicle is valid for the use of said vehicle as a "School Bus"

and for no other purpose.

* Buses needed

1

**If more than one bus is needed, please submit a 'School Bus Request' form for each additional bus.*

* Destination

Nissan Stadium

* Date(s) of trip

10/26/21

* Group requesting bus

FBLA

* Purpose of trip

Titan Learning Lab

* Bus pick-up time

07:00 am

* Bus return time

05:30 pm

* When transporting items that cannot be held in lap of students, under storage will be required to store these items.

Under storage will not be required

* Account to be charged

Business Education

[Blank Student List Template](#)

* Faculty supervision will be provided for this trip. At least one member of our faculty will ride in each bus. A copy of the list of pupils that are assigned to ride this particular school bus can be uploaded below. The driver will be given a copy and the school should also keep a copy of all riders on file.

FBLA Members 2021-22 - Sheet1.pdf

[view](#)

Added 9/23/2021 6:57:00 AM

* Employee Signature

Signed: **Tara Wade**

Stamped: Thu Sep 23 2021 07:55:31 GMT-0400 (Eastern Daylight Time); 9/23/2021 6:55:32 AM; 2021-09-23 11:55:32Z; 198.143.47.8; Employee - #356 - TARA WADE

* Principal Signature

Signed: **Robby Peterson**

Stamped: Wed Sep 29 2021 07:11:24 GMT-0400 (Eastern Daylight Time); 9/29/2021 6:11:24 AM; 2021-09-29 11:11:24Z; 198.143.47.8; Employee - #371 - JOSEPH PETERSON

* Direct this field trip packet to

shelley.badgett

* Supervisor Signature

Signed: **Shelley Badgett**

Stamped: Wed Sep 29 2021 09:30:31 GMT-0400 (Eastern Daylight Time); 9/29/2021 8:30:31 AM; 2021-09-29 13:30:31Z; 198.143.47.8; User - shelley.badgett - shelley.badgett@marion.kyschools.us

* Field Trip Designee Signature

Signed: **Michael K. Abell**

Stamped: Wed Sep 29 2021 10:16:04 GMT-0400 (Eastern Daylight Time); 9/29/2021 9:16:05 AM; 2021-09-29 14:16:05Z; 198.143.47.8

* Date of Board approval

Date of Board approval required

* Superintendent Signature

Not Signed

Read-Only

Approve

Deny