

**School-Related Student Trip/Vehicle Request Form**

SUBMIT THIS FORM TWO WEEKS PRIOR TO THE TRIP.

SCHOOL GC High School FACULTY MEMBER(S) SPONSORING TRIP Becky Watkins + Katie Howe

- Classroom Field Trip       Class Trip, specify \_\_\_\_\_
- Organization/Club Trip, specify \_\_\_\_\_       Other (athletic, band, if applicable)

Destination Mt. St. Joseph University Address 5701 Delhi Pike Phone 513-244-4200

- Out of State (OH)       Out of County       Within County Cincinnati, OH
- Overnight; give name, address, phone of lodging \_\_\_\_\_

Date of Request 9/28/21 Date of Trip 10/22/21 Person Requesting Becky Watkins  
 Departure Time 8 am Return Time 2:30 pm Number of Riders 25 Number of Chaperones 2

**ATTACH LIST OF NAMES OF ADULTS/STUDENTS ON TRIP**

Faculty Sponsor Becky Watkins  
(Certified Person Responsible for Student)

Principal Angela Lewis SBDM Chair Amy Henage

Charged to/Source of Funding Perkins Have all chaperones been approved?  Yes  No

Meals Required:       Sack Lunch       Fast Food       Other N/A

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

Number Of Buses Requested 1 Regular Bus  Special Needs Bus \_\_\_\_\_ Van \_\_\_\_\_

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 45 X \$1.00 = \$ 45 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

*Approved*  
*10/14/21*  
*Angela Lewis*

**Bronk, Cathy**

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**From:** Watkins, Becky  
**Sent:** Wednesday, September 29, 2021 8:02 AM  
**To:** Bronk, Cathy  
**Cc:** Lewis, Angela; Howell, Katie  
**Subject:** SBDM field trip request

Morning! Please add the following to the SBDM October agenda 😊

Katie Howell and myself would like to take our teaching pathway students on a field trip to a future educators conference on Friday Oct. 22 at Mount St. Joseph University in Cincinnati. We plan on around 20 students attending, and will need 1 bus (bus request form was submitted on 9/29). We would like to leave GCHS by 8am, load buses at 7:45. Plan to leave Mt. St. Joseph around 1pm in order to be back by school dismissal at 2:20. All persons attending will be required to wear masks while indoors.

**From:** Form Approvals <jeremey.boohar@gallatin.kyschools.us>  
**Sent:** Wednesday, September 29, 2021 7:55 AM  
**To:** Watkins, Becky <becky.watkins@gallatin.kyschools.us>  
**Subject:** Request Confirmation

*Approved  
10/14/21*

REQUEST #99 | RECIPIENTS: 10 | SEP 29, 2021

## Field Trip Request Form

*Angela Lewis*

[Track request](#) | [Cancel request](#)

Your request has been sent to the first recipient.

Requestor: [becky.watkins@gallatin.kyschools.us](mailto:becky.watkins@gallatin.kyschools.us)  
School: GCHS  
Date of Trip: Oct 22, 2021  
Time of Departure: 8:00:00 AM  
Time of Return: 2:20:00 PM  
Teacher Email: [becky.watkins@gallatin.kyschools.us](mailto:becky.watkins@gallatin.kyschools.us)  
Address:

Group/Grade of Students: Teaching pathway students, grades 9-12

Name of Destination: Mount St Joseph University

Address of Destination: 5701 Delhi Pike, Cincinnati OH

# of Students: 20

# of Buses: 1

# of Meals Required: 0

Funding Source: Perkins

Any additional information: Would like to leave GCHS by 8am, load buses at 7:45. Plan to leave Mt. St. Joseph around 1pm in order to be back by school dismissal at 2:20.

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