

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

SUBMIT THIS FORM TWO WEEKS PRIOR TO THE TRIP.

SCHOOL GCHS FACULTY MEMBER(S) SPONSORING TRIP Brooke McClellen

Classroom Field Trip       Class Trip, specify \_\_\_\_\_

Organization/Club Trip, specify FFA       Other (athletic, band, if applicable)

Destination Kentucky Exposition Center Address 937 Phillips Ln, Phone (502) 367-5000  
Louisville, KY 40209

Out of State       Out of County       Within County

Overnight; give name, address, phone of lodging \_\_\_\_\_

Date of Request 10-11-21 Date of Trip 11-12-21 Person Requesting Brooke McClellen

Departure Time 8:00am Return Time 11:00pm Number of Riders 20 Number of Chaperones 1

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

Faculty Sponsor Brooke McClellen  
(Certified Person Responsible for Student)

Principal \_\_\_\_\_ SBDM Chair \_\_\_\_\_

Charged to/Source of Funding 203 FFA 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.

Number Of Buses Requested 1 Regular Bus 1 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 \_\_\_\_\_ 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

*Approved  
10/14/21  
Angela Lewis*

**Lewis, Angela**

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**From:** McClellen, Brooke  
**Sent:** Wednesday, October 13, 2021 8:13 AM  
**To:** Lewis, Angela  
**Subject:** Re: FFA Field trip

The FFA would like to go to Louisville, KY on November 12th to attend the NAILE Rodeo. We would leave around 8:00am and return around 11:00pm. While there during the day the students will be learning about the new technologies for farming operations and the equipment for taking care of animals. This is a great opportunity to allow the students to learn about different farming aspects and see if they are interested in pursuing a career in any of them. At night we would attend the Rodeo which is a fun bonding experience for my students. Thank you for the consideration of our field trip.

*Brooke McClellen  
Gallatin County High School  
Agriculture Teacher and FFA Advisor*

*Approved  
10/24/21*

*Angela Lewis*

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**From:** Lewis, Angela <angela.lewis@gallatin.kyschools.us>  
**Sent:** Tuesday, October 12, 2021 4:49 PM

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**To:** McClellen, Brooke <brooke.mcclellen@gallatin.kyschools.us>  
**Subject:** FFA Field trip

Can you type up something to add to the ffa field trip form for me to add to it? Just email it to me.

Angela Lewis  
Principal  
Gallatin County High School  
70 Wildcat Circle  
Warsaw, KY 41095

Phone 859-567-7640  
Fax 859-567-8222