

Day Trip

School-Related Student Trip Request Form

SUBMIT THIS FORM TWO (2) WEEKS PRIOR TO THE TRIP

SCHOOL SCHS FACULTY MEMBER(S) SPONSORING TRIP Philip Bruce, Eric Lee
TYPE OF TRIP (CHECK ONE)

☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify _____

☒ Organization/Club Trip, specify STLP ☐ Other (athletic, band, if applicable) _____

DESTINATION Rupp Arena ADDRESS 431 W. Vine Street PHONE _____

☐ Out of State ☐ Out of County ☐ Within County Lexington, KY 40507

☐ Overnight: give name, address, phone of lodging _____

DATE(S) OF TRIP 4-20-22 DEPARTURE TIME 8:00am RETURN TIME 2:15pm

PURPOSE/EDUCATIONAL VALUE 3 teams competing at State STLP

SOURCE OF FUNDING FOR TRIP Spencer County Technology

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.

BILL TRIP EXPENSES TO:

☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY _____

NUMBER OF STUDENTS 10 FACULTY SPONSORS 2 OTHER CHAPERONES _____

TOTAL # OF PARTICIPANTS 12

MODE OF TRANSPORTATION _____

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☒ YES, SEE PROCEDURE 09.36 AP.212

☐ CERTIFICATED COMMON CARRIER; SPECIFY _____

☐ PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) _____

SUPERVISION (Attach list of names of adults accompanying students on trip).

Have all chaperones undergone the required records AOC check and been designated by the principal/designee to supervise students? ☐ YES ☐ NO

Signature of Faculty Sponsor Philip Bruce

Date 2-14-22

Trip has been ☐ approved ☐ disapproved. Reason for disapproval _____

Signature of Superintendent/Designee [Signature]

Date 2/16/2022

For overnight and/or out-of-state trips, approval of the superintendent and/or Board may be required by policy 09.36.

FIELD TRIP CHARGES

\$.93 per mile

Regular hourly rate for driver, plus overtime if driver's hours

Exceed 40 per week.

Meals provided by sponsor: ☐ Yes ☐ No

Send copy to lunchroom? ☐ Yes ☐ No

Bus limits: 2 persons per seat

Admission to event provided by sponsor: ☐ Yes ☐ No

Overnight lodging: Single room

Drive time starts 15 min. before departure and ends 15 minutes after arrival

Driver requested: 1. _____ 2. _____ Number of buses requested: _____

White Copy - Central Office

Yellow Copy - Bus Driver

Pink Copy - School Sponsor