

# School-Related Student Trip Request Form

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

SCHOOL SCES FACULTY MEMBER(S) SPONSORING TRIP Ashley Phillips

TYPE OF TRIP (CHECK ONE):

- ☐ Classroom Field Trip ☒ Class Trip (i.e., junior, senior), specify K, 1st, 2nd, 3rd, 5th  
☐ Organization/Club Trip, specify \_\_\_\_\_ ☐ Other (athletic, band, if applicable)

DESTINATION TES ADDRESS 420 Highview Dr PHONE 502-477-3339  
Jaylorsville

- ☐ Out of State ☐ Out of County ☒ Within County

☐ Overnight: give name, address, phone of lodging \_\_\_\_\_

DATE(S) OF TRIP 5/24/22 DEPARTURE TIME 8:50 RETURN TIME 12:30

PURPOSE/EDUCATIONAL VALUE Ag Day provided in collaboration  
With Spencer County Extension office

SOURCE OF FUNDING FOR TRIP \_\_\_\_\_

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 664 FACULTY SPONSORS 27 OTHER CHAPERONES \_\_\_\_\_

TOTAL # OF PARTICIPANTS 690

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 to supervise students? ☒ YES ☐ NO

Ashley Phillips  
Signature of Faculty Sponsor

4/27/22  
Date

Trip has been ☒ approved ☐ disapproved. Reason for disapproval \_\_\_\_\_

Dina McGinnis  
Signature of Superintendent/Designee

4/27/22  
Date

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

Admission to event provided by sponsor: ☐ Yes ☒ No

Send copy to lunchroom: ☐ Yes ☒ No

Bus limits: 2 persons per seat

Overnight lodging: Single room

Driver time starts 15 min. before departure and ends 15 min. after arrival

Driver requested: 1. \_\_\_\_\_ 2. \_\_\_\_\_

Number of buses requested: #6- 8:50-11:00  
#3- 8:50-12:30

# Instructional Plan for Field Study/Special Event Learning Experience

Teacher: Ashley Phillips

Class: K, 1st, 2nd, 3rd & 5th

Date: 5/24/22

Class Size: 664 total students

## Instruction Plan

### PRE Activities

\* discuss resources provided by  
agriculture

### POST Activities

\* discuss what they learned at  
stations

Reading/Writing/Math/Science/Social Studies/Arts and Humanities Strategies  
(Use any that apply)

Choose one post-assessment of learning activity:

☐ Open Response Prompt: \_\_\_\_\_

☒ Student Product: drawing of favorite station

☐ Performance Event: \_\_\_\_\_

☐ Writing for Authentic Audience: \_\_\_\_\_

Adaptations or Special Strategies (if applicable)