School-Related Student Trip Request Form

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

SCHOOL __TES__ FACULTY MEMBER(S) SPONSORING TRIP __Texas Perry__

TYPE OF TRIP (CHECK ONE):

- ☑ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify_____
- ☐ Organization/Club Trip, specify_____ ☐ Other (athletic, band, if applicable)

DESTINATION __Community Based Experiances__ ADDRESS __N/A__ PHONE __N/A__

☐ Out of State ☐ Out of County ☑ Within County

☐ Overnight: give name, address, phone of lodging_____

DATE(S) OF TRIP __6/9, 6/16, 6/23, 6/30__ DEPARTURE TIME __9:30__ RETURN TIME __12:30__

PURPOSE/EDUCATIONAL VALUE __Students working on and practicing Social and adaptive skills__

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 __5__ FACULTY SPONSORS __2__ OTHER CHAPERONES __0__

TOTAL # OF PARTICIPANTS __7__

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☑ YES, SEE PROCEDURE 09.36 AP.212. __District Van__

☐ 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

__Texas Perry__   __4/13/22__

Signature of Faculty Sponsor   *Date*

Trip has been ☑ approved ☐ disapproved. Reason for disapproval_____

[signature]   __5-16-22__

Signature of Superintendent/Designee   *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:_____