

School- Related Student Trip Request Form
SUBMIT THIS FORM TWO (2) WEEKS PRIOR TO THE TRIP

PO #: 2092 #2.00
PF

SCHOOL: Spencer Co Elementary FACULTY MEMBER SPONSORING TRIP: Ashley Phillips

☐ Classroom Field Trip ☒ Class Trip (whole grade), specify 5th Grade
☐ Organization/ Club: _____ ☐ other (athletic, band, etc.) _____

DESTINATION: Spencer County Extension Office ADDRESS: 100 Oak Tree Way / Taylorsville
☐ Out of State ☐ Out of County ☐ within County ☐ Overnight: _____

DATE(S) OF TRIP: 9/1/22 DEPARTURE TIME: 8:00 RETURN TIME: 2:00

PURPOSE/ EDUCATION VALUE: to help students understand bullying and its effects

SOURCE OF FUNDING FOR TRIP: Students

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

BILL TRIP EXPENSES TO:

☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER: _____
NUMBER OF STUDENTS: 106 FACULTY SPONSORS: 6 OTHER CHAPERONES: _____
TOTAL NUMBER OF PARTICIPATES: 112

MODE OF TRANSPORTATION:

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☒ YES, SEE PROCEDURE 09.36 AP.212 ☐ BUS ☐ VAN
☐ CERTIFIED COMMON CARRIER; SPECIFY _____
☐ PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) _____

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

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

Ashley J Phillips
Name of Faculty Sponsor

8/12/22
Date

Trip has been: ☐ approved ☐ disapproved. Reason: _____

[Signature]
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: Bus Limit: 2 persons per seat
\$0.93 per mile
Regular hourly rate for driver; plus overtime
if driver's hours exceed 40 per week.
Overnight lodging: Single room.
Drive time starts 15 minutes before departure and
15 minutes after arrival.

8:30- pick up @ SCHS → Ext Office
8:50- pick up @ SCES → Ext Office
(\$100 p)
Meals provided by sponsor: ☐ YES ☒ NO
Send copy to lunchroom: ☒ YES ☐ NO
Admission to event provided: ☐ YES ☒ NO

Number of Buses Requested: 1

TRANSPORTATION OFFICE USE ONLY:

Drivers: 1. _____ 2. *will load P group before returning to load 2nd group. 3. _____
1:30 - pick up @ Ext Office → SCHS 1:45 pick up @ Ext Office
→ SCES (1000)

Instructional Plan for Field Study/Special Event Learning Experience

Teacher: Ashley Phillips

Class: 5th Grade

Date: 9/1/22

Class Size: 106 students

Instruction Plan

PRE Activities

pre-survey about bullying

POST Activities

post-survey about bullying

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: Anti-bully poster to hang up in school
- ☐ Performance Event: _____
- ☒ Writing for Authentic Audience: _____

Adaptations or Special Strategies (if applicable)