

DAY Trip

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

PO #:

SCHOOL: TES FACULTY MEMBER SPONSORING TRIP: Jenny Kidwell and Grade Team

☒ Classroom Field Trip ☒ Class Trip (whole grade), specify 2nd Grade
☐ Organization/ Club: ☐ other (athletic, band, etc.)

DESTINATION: Berlinheim ADDRESS: Arboretum Way, Shepherdsville, KY
☐ Out of State ☒ Out of County ☐ within County ☐ Overnight:

DATE(S) OF TRIP: Oct. 18th DEPARTURE TIME: 9:15 RETURN TIME: 2:15

PURPOSE/ EDUCATION VALUE: Students will follow a trail along forested creek banks and explore the bed at dry locations. Guided tour

SOURCE OF FUNDING FOR TRIP: Parents \$13.00 a student / Chaperones free
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: 115 FACULTY SPONSORS: 6 OTHER CHAPERONES: 30

TOTAL NUMBER OF PARTICIPATES: 151

MODE OF TRANSPORTATION:

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☒ YES, SEE PROCEDURE 09.36 AP.3.3 ☐ 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

Jenny Kidwell
 Name of Faculty Sponsor

8-19-22
 Date

Trip has been: ☒ approved ☐ disapproved. Reason:

Seth Seip
 Signature of Superintendent/Designee

9/19/22
 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: 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.

Meals provided by sponsor: ☒ YES ☒ NO

Send copy to lunchroom: ☒ YES ☐ NO

Admission to event provided: ☐ YES ☐ NO

Number of Buses Requested: 3

TRANSPORTATION OFFICE USE ONLY:

Drivers: 1. 2. 3.