

Local

PO #:

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

SCHOOL: Taylorsville Elem. FACULTY MEMBER SPONSORING TRIP: Julie Voegelé

☒ Classroom Field Trip ☒ Class Trip (whole grade), specify 3rd grade (all)

☐ Organization/ Club: ☐ other (athletic, band, etc.)

DESTINATION: Stage One ADDRESS: 315 W. Market Street LOH. KY

☐ Out of State ☒ Out of County ☐ within County ☐ Overnight:

DATE(S) OF TRIP: 12-2-22 DEPARTURE TIME: 9 AM RETURN TIME: 2 PM

PURPOSE/ EDUCATION VALUE: To provide the opportunity to attend a

play - This experience is one outside of their current

SOURCE OF FUNDING FOR TRIP: Student + Chaperone Payment everyday activity

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

**BILL TRIP EXPENSES TO:**

☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER: Book Keeper

NUMBER OF STUDENTS: 115 FACULTY SPONSORS: 7 OTHER CHAPERONES: 10

TOTAL NUMBER OF PARTICIPATES:

**MODE OF TRANSPORTATION:**

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☒ YES, SEE PROCEDURE 09.36 AP.312 ☐ 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 currently working on this

Julie Voegelé  
Name of Faculty Sponsor

10-17-22  
Date

Trip has been: ☒ approved ☐ disapproved. Reason:

[Signature]  
Signature of Superintendent/Designee

10/20/22  
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: \_\_\_\_\_

**TRANSPORTATION OFFICE USE ONLY:**

Drivers: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_