

School-Related Student Trip Request Form

09.36 AP.21

INSTRUCTIONS

1. Requests for trips (athletic events, conferences, field trips, etc....) must be submitted 3 weeks prior to trip.
2. Requests for overnight or out-of-state trips must be submitted 6 weeks prior to trip.
3. Overnight and Out of State trips must be board approved.
4. If overnight trip, attach name, address and phone number of lodging, and a transportation itinerary, including any planned stops.

SCHOOL JBMSFACULTY MEMBER IN CHARGE Jon Porter / Shelby Fox

TYPE OF TRIP (CHECK ONE):

- ☐ Classroom Field Trip ☒ Organization/Club/Class/Athletic Trip (specify) _____
- ☒ Itinerary Attached ☐ Itinerary to follow ☐ No planned stops

DESTINATION: Washington DC

ADDRESS _____

PHONE _____

☒ Out of State☐ Out of County☐ Within County☒ OvernightDATE(S) OF TRIP 4/2, 4/8, 4/4/2023 TIME YOU PLAN TO DEPART FROM SCHOOL _____

APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL _____

PURPOSE/EDUCATIONAL VALUE learn about the history of our country.BILL TRIP EXPENSES TO: N/A

Attach a description of estimated expenses including, but not limited to, lodging, meals, registration, and all other anticipated travel expenses.

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

NUMBER OF: Students 39Faculty Sponsors 3Other Chaperones 1

Total # of Participants (Riders) _____

MODE OF TRANSPORTATION

Is District Transportation Needed?

No

Yes, see Procedure 09.36 AP.212

Certificated Common Carrier (i.e. Charter Bus), specify company _____

Private Vehicle, if allowed by policy; specify driver(s) N/AAir Plane to + from DC. Charter Bus to town.Any special transportation needs? (e.g. under storage compartments for luggage, etc...) N/A.

SUPERVISION (ATTACH LIST OF NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP)

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? Yes No

Signature of Faculty Sponsor Jon PorterDate 11/14/2022

Trip has been approved ☒ disapproved ☐ reason for disapproval _____

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.

RELATED PROCEDURES: 09.36 AP.1, 09.36 AP.21, 09.36 AP.211, 09.36 AP.212 Review/Revised: 7/1/2008

PREVIOUS TRIP WAS APPROVED ON AUGUST BOARD MEETING AA Mode of Transportation

Sample Itinerary: Washington, DC

3 Days / 2 Nights

Day 1

Group travels to Washington, DC

White House (photo stop)
National Archives

LUNCH

Capitol Hill:

US Capitol
Supreme Court
Library of Congress

Vietnam Veterans Memorial
Korean War Memorial

DINNER

Night Tour:

Jefferson Memorial
Lincoln Memorial
Kennedy Center
Iwo Jima Memorial

Day 2

BREAKFAST

Embassy Row
Washington Cathedral
National Zoo

LUNCH

Smithsonian Complex:

Natural History Museum
American History Museum
Air & Space Museum

Eisenhower Memorial

DINNER

Night Tour:

Jefferson Memorial
FDR Memorial
MLK Memorial

Day 3

BREAKFAST

Mt. Vernon:
George Washington's home

LUNCH

Arlington National Cemetery:

Tomb of the Unknowns
Changing of the Guard
Kennedy Gravesites
Challenger Memorial

Iwo Jima Memorial

DINNER

Group departs for home

***All meals included (except en route)**



THIS IS A SAMPLE ITINERARY. YOUR CUSTOM ITINERARY IS IN THE WORKS. JUST WAIT. IT'S GOING TO BE GOOD!