

Tues

PO #: _____

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

SCHOOL: TES FACULTY MEMBER SPONSORING TRIP: Melinda Harrelson

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

DESTINATION: Stage One ADDRESS: 315 W. Market St. Suite 25
Louisville, KY 40071
☐ Out of State ☒ Out of County ☐ within County ☐ Overnight: _____

DATE(S) OF TRIP: 12-2-22 DEPARTURE TIME: 9:00 RETURN TIME: 2:00
 PURPOSE/ EDUCATION VALUE: Arts

SOURCE OF FUNDING FOR TRIP: Student paid \$15 per student
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: 96 FACULTY SPONSORS: 4 OTHER CHAPERONES: 1
 TOTAL NUMBER OF PARTICIPATES: 100

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

Melinda Harrelson 11-14-22
 Name of Faculty Sponsor Date

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

[Signature] 11/21/22
 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: 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. _____