

School-Related Student Trip Request Form

All requests for overnight trips shall be submitted two (2) months prior to the trip. All other trips shall submit requests two (2) weeks prior to the trip.

SCHOOL Bellevue High School FACULTY MEMBER(S) SPONSORING TRIP C. Wheatley, N. Skaggs

TYPE OF TRIP (CHECK ONE):

- ☐ Classroom Field Trip ☒ Class (i.e., junior, senior) Trip, specify Senior class
☐ Organization/Club Trip, specify _____ ☐ Other (athletic, band, if applicable) _____

DESTINATION New York City ADDRESS 451 Eighth Ave. New York, NY 10019 PHONE 212-581-4100

- ☒ Out of State ☐ Out of County ☐ Within County ☒ Overnight; give name, address, phone of lodging _____

Hampton Inn Times Square North
 DATE(S) OF TRIP 3/6-3/10 DEPARTURE TIME _____ RETURN TIME _____

PURPOSE/EDUCATIONAL VALUE Senior class trip

No student shall be denied the trip because of an inability to pay.

SOURCE OF FUNDING FOR TRIP Student/family, BEF

BILL TRIP EXPENSES TO:

- ☒ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY Senior Trip

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

NUMBER OF: STUDENTS at least 10 FACULTY SPONSORS at least 2 OTHER CHAPERONES _____

TOTAL # OF PARTICIPANTS approx. 20

ALL CHAPERONES HAVE UNDERGONE THE REQUIRED RECORDS CHECK AND BEEN DESIGNATED BY THE PRINCIPAL/DESIGNEE TO SUPERVISE STUDENTS? ☒ YES ☐ NO

MODE OF TRANSPORTATION:

IS DISTRICT TRANSPORTATION NEEDED? ☒ NO ☐ YES, SEE PROCEDURE 09.36 AP.212.

☒ CERTIFICATED COMMON CARRIER; SPECIFY Allegiant Airlines

☐ PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) _____

Charles Wheatley 11-21-22
 _____ Date
Signature of Faculty Sponsor

 _____ Date
Signature of Principal

 _____ Date
Signature of School Nurse

 _____ Date
Signature of Food Service Director

(Only needed if field trip will cause students to miss lunch.)

Trip has been ☐ approved ☐ disapproved. Reason for disapproval _____

 _____ Date
Signature of Superintendent/Designee

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.211, 09.36 AP.212, 09.36 AP.23

Review/Revised: 7/25/2017