

FIELD TRIP REQUEST FORM

Name of School: Mann Elementary

Date of Field Trip: April 14th, 2023

Days of School Missed: (1) 8:00am to 5:30pm

Location of Field Trip: Conner Prairie

Grade Level and Number of Students Attending: 5th / 140

Number of Chaperones Attending: 50

What form of transportation will be used?* Be Specific. Charter bus Executive Transportation

Have field trip rules been explained to the students and chaperones?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>
Are there students being denied the right to attend due to finances?	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
Does this trip comply with Title IX equity issues?	YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>

Brief Description (Be specific regarding educational purpose):

Conner Prairie is an interactive historical park that focuses on the Civil War.

Please check the appropriate box:

☐

To be used for 1 (one) day trips using school bus or private automobile.*
NEEDS PRINCIPAL APPROVAL ONLY. PLEASE SEND ALL FORMS TO DISTRICT OFFICE.

☐

To be used for overnight trips, trips of more than one instructional day and Co-curricular/ Extracurricular trips.
TO BE APPROVED BY THE ASSISTANT SUPERINTENDENT.

☒

To be used for trips taken by common carrier.
TO BE APPROVED BY THE BOARD OF EDUCATION.

NOTE: FOR BOARD APPROVAL, THIS REQUEST SHOULD BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE BY NOON AT LEAST (11) WORKING DAYS PRIOR TO THE NEXT BOARD MEETING.

Sponsor Signature: Julie Johnson

Principal Signature: Connie Crigger Date Approved: 8/31/22

DISTRICT OFFICE USE ONLY

Approved by: _____ Date: _____

* Drivers of private automobiles need to complete the Auto Insurance Affidavit Form.

Executive Charter, Inc.
1810 Monmouth St. Newport KY 41071
859-261-8841
reservations@executivetransportation.org

Account Name: **SHIRLEY MANN ELEMENTARY** Acct ID: **3845000**

Address: **10435 US HIGHWAY 42 UNION, KENTUCKY 41091**

Client Contact: **JULIE JOHNSON** Phone#: **8593845000**

4/14/2023 7:30:00AM	SHIRLEY MANN STUDENTS	Confirmation# 2780955
MOTOR COACH 55	FROM: SHIRLEY MANN ELEMENTARY / 10435 US 42 UNION, KY 4	
	TO: CONNER PRAIRIE / 13400 ALLISONVILLE RD. FISHERS, IN 46038	FARE: \$1,525.00
TRIP REMARKS:		TIPS: \$50.00
CONTACT: JULIE JOHNSON ONE OF THREE COACHES		
E-MAIL: JULIE.JOHNSON@BOONE.KYSCHOOLS.US		
		Total Fare \$1,575.00

4/14/2023 7:30:00AM	SHIRLEY MANN STUDENTS	Confirmation# 2780965
MOTOR COACH 55	FROM: SHIRLEY MANN ELEMENTARY / 10435 US 42 UNION, KY 4	
	TO: CONNER PRAIRIE / 13400 ALLISONVILLE RD. FISHERS, IN 46038	FARE: \$1,525.00
TRIP REMARKS:		TIPS: \$50.00
CONTACT: JULIE JOHNSON ONE OF THREE COACHES		
E-MAIL: JULIE.JOHNSON@BOONE.KYSCHOOLS.US		
		Total Fare \$1,575.00

4/14/2023 7:30:00AM	SHIRLEY MANN STUDENTS	Confirmation# 2780966
MOTOR COACH 55	FROM: SHIRLEY MANN ELEMENTARY / 10435 US 42 UNION, KY 4	
	TO: CONNER PRAIRIE / 13400 ALLISONVILLE RD. FISHERS, IN 46038	FARE: \$1,525.00
TRIP REMARKS:		TIPS: \$50.00
CONTACT: JULIE JOHNSON ONE OF THREE COACHES		
E-MAIL: JULIE.JOHNSON@BOONE.KYSCHOOLS.US		
		Total Fare \$1,575.00

Quote Total: \$4,725.00

DEPOSIT: A \$100 deposit per motorcoach is required to reserve service. To avoid cancellation, the balance of the payment is due thirty (30) days prior to the event. If balance is not paid in full 30 days prior, trips can be cancelled without notice to fulfill company needs.

CANCELLATION: We have a 2 week cancellation policy. Cancellation less than two (2) weeks prior to service will result in forfeiture of all monies paid.

PAYMENTS: We accept credit card, check or EFT. Please make checks payable to: Executive Charter, Inc.

A Finance Charge of 2% Per Month, 24% Annual Percentage Rate will be charge on all past due accounts.

PRICE VARIATIONS: The price quoted above is from terminal to terminal and is based upon the information originally given. Any changes may affect the original price quote.

AMENITIES such as wi-fi, PA system, electrical outlets, DVD players and TV monitors are provided at no charge. Therefore no refund will be issued for the failure of such amenities.

DAMAGE AND CLEAN UP FEES: If excessive clean up is required there will be an additional charge of \$250. You will be liable for any damage caused by the passengers of the bus.

ITINERARY: A specific itinerary is required 2 weeks before the trip, listing all locations and expected times for the driver(s).

NOTES: Please check the information above regarding your trip. Please contact us with any changes, corrections, or additions to your itinerary. Our staff is anxious to help you.

Please sign and return with your deposit to ensure your coach reservation.

Signature _____ Date _____