School Field Trip Packet - Overnight/Greater than 100 miles with District Transportation

Organization: Marion County Public Schools

Employee: JAMIE BROWN

Assigned To: User - kim.hood

Show History

NOTE: Field trip packets that require Board approval will <u>only</u> be approved at the first regular board meeting each month.

School Professional Leave

03.125 AP.21

* Employee Name

Jamie Brown

School/Work site

Marion County High School

* Date(s) of leave

June 17-20, 2023

Time of departure

09:00 am

Destination Louisville, Kentucky

₩ Purpose/Rationale for attending

National Beta Convention

* Number of students involved

20

Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.)

Number of days (Avg. \$100 a day)

Substitute code

Registration

No

Registration cost

Registration code

Mileage

No

Number of miles

Number of days

* Lodging

No

Cost per night

Number of nights

Lodging rate

***** Meals

No

Estimated total meal cost

Meals/Mileage/Parking/Lodging Code

₩ Grand total of expenses

0

*An overnight stay is required for reimbursement of any meals. Any meal exceeding \$5.00 must be substantiated by an itemized receipt. Maximum allowable food expenditure per day shall be \$40.00 in state and \$46.00 out of state. For lodging to be reimbursed, an original, itemized receipt is required. Registration fees, parking tolls, etc. may be reimbursed with original receipts. Credit card slips, registration forms, or check copies are not accepted as receipts. A Travel Voucher (03.125 AP.22) must be completed after the conference/workshop, etc., to receive reimbursement for actual expenses.

Notes

Reviewed/Revised: 01/12/2015

School-Related Student Trip Request Form

09.36 AP.21

* Faculty member(s) sponsoring trip

Jamie Brown, Sterling Newton, Erin Benton,

Seidina Conley

Representation of trip (i.e. classroom, organization, club, Club)

athletic, band)

Destination name

Kentucky International Convention Center/Galt

House

Destination address

140 N. 4th St.

🗱 Destination phone

502-589-5200

Lodging name

Galt House

Lodging address

140 N. 4th St, Louisville

Lodging phone

502-589-5200

Date(s) of trip

June 17-20, 2023

Time of departure

09:00 am

Purpose/Educational value

National Beta Convention

Source of funding for trip

student/club/fundraising

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

Rill trip expenses to (i.e. Sponsoring organization, school council, Board)

MCHS Beta Club

Number of students

20

Number of faculty sponsors

Other chaperones

0

* Total number of participants

24

Supervision (Attach list of names of students and chaperones)

Nationals participant list June 17-20 2023.docx Added 1/13/2023 1:44:00 PM

view

Add a File

Representation Herein Hardward Have all chaperones undergone the required Yes records check and been designated by the principal/designee to supervise students?

Reviewed/Revised: 01/12/15

School Bus Request

This authorization for the use of this vehicle is valid for the use of said vehicle as a "School Bus" and for no other purpose.

* Buses needed

1

*If more than one bus is needed, please submit a 'School Bus Request' form for each additional bus.

Destination

140 N. 4th St., Louisville, KY

Date(s) of trip

June 17-20, 2023

Group requesting bus

MCHS Beta Club

Purpose of trip

National Beta Convention

Rus pick-up time

09:00 am

Rus return time

03:00 pm

When transporting items that cannot be held in Under storage will be required lap of students, under storage will be required to store these items.

* Account to be charged

MCHS Activity-Beta

Blank Student List Template

* Faculty supervision will be provided for this trip. At least one member of our faculty will ride in each bus. A copy of the list of pupils that are assigned to ride this particular school bus can be uploaded below. The driver will be given a copy and the school should also keep a copy of all riders on file.

Bus list-Nationals-June 17-20 2023.xlsx Added 1/13/2023 1:48:00 PM

view

₩ Employee Signature

Signed: Jamie L. Brown

Stamped:Fri Jan 13 2023 14:48:40 GMT-0500 (Eastern Standard Time);1/13/2023 1:48:41 PM;2023-01-13 19:48:41Z;170.185.150.17;Employee - #321 - JAMIE BROWN

Rrincipal Signature

Signed:Robby Peterson

Stamped:Fri Jan 13 2023 15:41:27 GMT-0500 (Eastern Standard Time);1/13/2023 2:41:28 PM;2023-01-13 20:41:28Z;170.185.150.17;Employee - #371 - JOSEPH PETERSON

* Direct this field trip packet to

V

Supervisor Signature

Not Signed

Resd-Only

* Field Trip Designee Signature

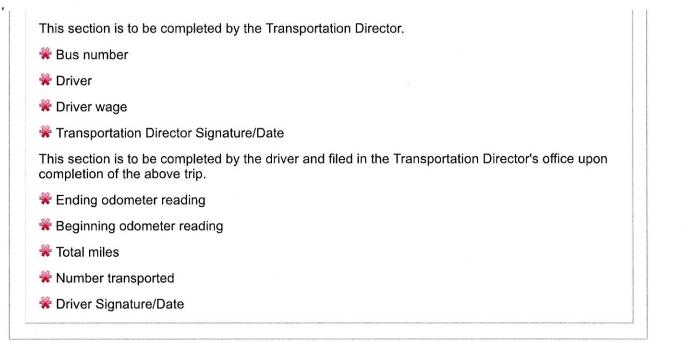
Not Signed

Read-Only

- * Date of Board approval
- Superintendent Signature

Not Signed

Read-Only



Deny

Approve