

\$25.00 per competing archer

#2340224  
PO #:  
Jessica Wood  
\$25.00

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

SCHOOL: SCES FACULTY MEMBER SPONSORING TRIP: Jessica Wood

☐ Classroom Field Trip ☐ Class Trip (whole grade), specify \_\_\_\_\_  
☐ Organization/ Club: \_\_\_\_\_ ☒ other (athletic, band, etc.) State 3D Tournament

DESTINATION: Kentucky Exposition Center ADDRESS: 937 Phillips Lane Louisville, KY 40209  
☐ Out of State ☒ Out of County ☐ within County ☐ Overnight: \_\_\_\_\_

DATE(S) OF TRIP: 3/17/23 DEPARTURE TIME: 11:30am RETURN TIME: 4:00pm  
PURPOSE/ EDUCATION VALUE: Competition, Show growth in skills, sportsmanship

SOURCE OF FUNDING FOR TRIP: Archery team  
**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: 24 competing 13 supporting FACULTY SPONSORS: 2 OTHER CHAPERONES: 1

TOTAL NUMBER OF PARTICIPATES: 40

**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). Ryan Kelly, Jared Scott, Jessica Wood

Have all chaperones undergone the required AOC check and been designated by the principal/designee to supervise students? ☒ YES ☐ NO

Jess Wood Name of Faculty Sponsor 2/28/23 Date

Trip has been: ☐ approved ☐ disapproved. Reason: \_\_\_\_\_

J.S. Signature of Superintendent/Designee 3-3-23 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: \_\_\_\_\_

**TRANSPORTATION OFFICE USE ONLY:**

Drivers: 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_