

Out of State

PO #:

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

SCHOOL: SCHS FACULTY MEMBER SPONSORING TRIP: Sabrina Campbell (Beaverson Chaperone)

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

DESTINATION: Dallas Texas ADDRESS: 405 Olive Street
☒ Out of State ☐ Out of County ☐ within County ☐ Overnight: _____

DATE(S) OF TRIP: June 19-25 DEPARTURE TIME: _____ RETURN TIME: _____
PURPOSE/ EDUCATION VALUE: HOSA international competition

SOURCE OF FUNDING FOR TRIP: Students/Board

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: 8 FACULTY SPONSORS: _____ OTHER CHAPERONES: 2

TOTAL NUMBER OF PARTICIPATES: Charterbus

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

Name of Faculty Sponsor: Sabrina Campbell Date: 03-28-2023

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

Signature of Superintendent/Designee: [Signature] Date: 4/14/2023

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. _____