

Out of State

PO #: 23041256

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

SCHOOL: Scms FACULTY MEMBER SPONSORING TRIP: Marissa Cruise & Rebecca Owen

☐ Classroom Field Trip ☐ Class Trip (whole grade), specify _____
☐ Organization/ Club: _____ ☒ other (athletic, band, etc.) 8th Grade Choir & Band

DESTINATION: Loveland High School & Kings Island ADDRESS: 1 Tiger Trail Loveland, OH 45140
☒ Out of State ☐ Out of County ☐ within County ☐ overnight: _____

DATE(S) OF TRIP: April 29th DEPARTURE TIME: 5:00 Am RETURN TIME: 9:00 pm
PURPOSE/ EDUCATION VALUE: To participate in a musical competition

SOURCE OF FUNDING FOR TRIP: Choir & Band Trip

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: 65 FACULTY SPONSORS: 2 OTHER CHAPERONES: 15
TOTAL NUMBER OF PARTICIPATES: 82

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

Marissa Cruise
Name of Faculty Sponsor

3129123
Date

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

Signature of Superintendent/Designee

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: 2

TRANSPORTATION OFFICE USE ONLY:

Drivers: 1. _____ 2. _____ 3. _____