

School-Related Student Trip Request Form

All requests for overnight trips shall be submitted two (2) months prior to the trip. All other trips shall submit requests two (2) weeks prior to the trip.

SCHOOL Bellevue Middle / High FACULTY MEMBER(S) SPONSORING TRIP T. Hicks

TYPE OF TRIP (CHECK ONE):

- ☐ Classroom Field Trip ☒ Class (i.e., junior, senior) Trip, specify 8th Grade Class Trip to Kings Island
☐ Organization/Club Trip, specify _____ ☐ Other (athletic, band, if applicable) _____

DESTINATION Kings Island ADDRESS _____ PHONE _____

- ☒ Out of State ☐ Out of County ☐ Within County ☐ Overnight; give name, address, phone of lodging _____
Mason, Ohio

DATE(S) OF TRIP May 19, 2023 DEPARTURE TIME 9:00 RETURN TIME 5:00

PURPOSE/EDUCATIONAL VALUE 8th Grade Class Trip

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

SOURCE OF FUNDING FOR TRIP Calendar Fundraiser

BILL TRIP EXPENSES TO:

- ☒ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY _____

SUPERVISION: (ATTACH LIST OF NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP.)

NUMBER OF: STUDENTS 40 FACULTY SPONSORS 4 OTHER CHAPERONES 2

TOTAL # OF PARTICIPANTS 46

ALL CHAPERONES HAVE UNDERGONE THE REQUIRED RECORDS CHECK AND BEEN DESIGNATED BY THE
 PRINCIPAL/DESIGNEE TO SUPERVISE STUDENTS? ☒ YES ☐ NO

MODE OF TRANSPORTATION:

- IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☒ YES, SEE PROCEDURE 09.36 AP.212.
☐ CERTIFICATED COMMON CARRIER; SPECIFY _____
☐ PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) _____

Signature of Faculty Sponsor

Date



 Tiffany Hicks (Apr 19, 2023 13:24 EDT)

 April 19, 2023

Signature of Principal

Date

Signature of School Nurse

Date

Signature of Food Service Director

Date

(Only needed if field trip will cause students to miss lunch.)

Trip has been ☐ approved ☐ disapproved. Reason for disapproval _____

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.

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.212, 09.36 AP.23

Review/Revised: 7/25/2017







Field Trip to KI

Final Audit Report

2023-04-19

Created:	2023-04-19
By:	Renee Fardo (renee.fardo@bellevue.kyschools.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAkHnSapDEANZTGF7Z1fhcXz_0fYwuuVDk

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-  Document created by Renee Fardo (renee.fardo@bellevue.kyschools.us)
2023-04-19 - 5:18:34 PM GMT- IP address: 170.185.34.202
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2023-04-19 - 5:19:02 PM GMT
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2023-04-19 - 5:23:42 PM GMT- IP address: 12.208.131.22
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2023-04-19 - 5:23:59 PM GMT- IP address: 12.208.131.22
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