135.00

#35.-

PO #: 0

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.) National Tournament

DESTINATION: KY Fair + Expo Center ADDRESS: 937 Phillips Ln Louisville, KY 40209

☐ Out of State ☒ Out of County ☐ within County ☐ Overnight: ____

DATE(S) OF TRIP: 5/13/23 **DEPARTURE TIME:** 12:00 **RETURN TIME:** 4:00 Flight time 2:45

PURPOSE/ EDUCATION VALUE: To use skills learned in a tournament competetive setting

SOURCE OF FUNDING FOR TRIP: Archery Fund

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: 14 FACULTY SPONSORS: 1 OTHER CHAPERONES: 0

TOTAL NUMBER OF PARTICIPATES: 15

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) Self transported

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

Jessica Wood — Name of Faculty Sponsor

4/18/23 — 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: ____

TRANSPORTATION OFFICE USE ONLY:

Drivers: 1. ____ 2. ____ 3. ____

TRIP REQUEST