

School-Related Student Trip/Vehicle Request Form

SUBMIT THIS FORM TWO WEEKS PRIOR TO THE TRIP.

SCHOOL GCHS FACULTY MEMBER(S) SPONSORING TRIP McClellan

- Classroom Field Trip Class Trip, specify _____
- Organization/Club Trip, specify FFA Other (athletic, band, if applicable)

Destination FFA Camp Address 111 FFA Camp Rd Phone 270-756-2301

- Out of State Out of County Within County Hardinsburg, KY 40143
- Overnight; give name, address, phone of lodging FFA Camp.

Date of Request 5-8-23 Date of Trip June 19-23, 2023 Person Requesting Brooke McClellan

Departure Time 8:00am Return Time 5:00pm Number of Riders 6 Number of Chaperones 1

ATTACH LIST OF NAMES OF ADULTS/STUDENTS ON TRIP

Faculty Sponsor Brooke McClellan
(Certified Person Responsible for Student)

Principal _____ SBDM Chair _____

Charged to/Source of Funding 203 FFA Have all chaperones been approved? Yes No

Meals Required: Sack Lunch Fast Food Other _____

List Special Equipment To Be Transported—Items Which Cannot Be Held In Lap.

Suit Cases
Number Of Buses Requested _____ Regular Bus _____ Special Needs Bus _____ Van 1

Ratio of Students to Adults

High School	20 to 1
Middle School	10 to 1
Elementary	5 to 1

*For daily trips, a simple way to estimate cost is \$1/mile and \$20/hour, per bus.

<u>This section to be completed by Transportation/Central Office.</u>			
Trip Calculation			
Bus	_____ X \$1.00 = \$ _____	Mileage	Bill to: _____
	Total Miles		
	_____ X _____ = \$ _____	Driver Rate	
Avg. OT Rate = \$ _____		\$ _____	Total
# of Buses Approved: _____	Approval of Transportation Director: _____		Date _____
Acceptance by Driver: _____	Date _____		
<u>For overnight and/or out-of-state trips, approval of the Superintendent and Board is required.</u>			
_____ Superintendent	_____ Date	_____ Board Chairperson	_____ Date

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.23

Review/Revised:6/22/09

School-Related Student Trip/Vehicle Request Form

SUBMIT THIS FORM TWO WEEKS PRIOR TO THE TRIP.

SCHOOL GCHS FACULTY MEMBER(S) SPONSORING TRIP McClellen

- Classroom Field Trip Class Trip, specify _____
- Organization/Club Trip, specify FFA Other (athletic, band, if applicable)

Destination Kupp Acren Address 430 W Vine St Phone (859) 233-4567

- Out of State Out of County Within County Lexington, KY 40507
- Overnight; give name, address, phone of lodging will get as soon as we get approved

Date of Request 5-8-23 Date of Trip June 6-8, 2023 Person Requesting Brook McClellen

Departure Time 8:00am Return Time 5:00pm Number of Riders 6 Number of Chaperones 1

ATTACH LIST OF NAMES OF ADULTS/STUDENTS ON TRIP

Faculty Sponsor Brook McClellen
(Certified Person Responsible for Student)

Principal _____ SBDM Chair _____

Charged to/Source of Funding 203 FFA Have all chaperones been approved? Yes No

Meals Required: Sack Lunch Fast Food Other N/A

List Special Equipment To Be Transported—Items Which Cannot Be Held In Lap.

Suit Cases

Number Of Buses Requested _____ Regular Bus _____ Special Needs Bus _____ Van 1

Ratio of Students to Adults

High School	20 to 1
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<u>This section to be completed by Transportation/Central Office.</u>			
Trip Calculation			
Bus	_____ X \$1.00 = \$_____ Mileage	Bill to: _____	
	Total Miles		
	_____ X _____ = \$_____ Driver Rate		
Avg. OT Rate = \$_____	\$_____ Total		
# of Buses Approved: _____	Approval of Transportation Director: _____	Date	
Acceptance by Driver: _____	Date		
<u>For overnight and/or out-of-state trips, approval of the Superintendent and Board is required.</u>			
_____	_____	_____	_____
Superintendent	Date	Board Chairperson	Date

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.23

Review/Revised:6/22/09

Lewis, Angela

From: McClellen, Brooke
Sent: Tuesday, May 9, 2023 8:17 AM
To: Lewis, Angela
Subject: FFA field trip requests

The FFA would love the approval to attend the State FFA convention at Rupp Arena in Lexington, Ky on June 6-8, 2023. I have 1 student competing and 2 students getting their state degrees. We plan on taking the officer team also as a total of 6 people attending. We would leave at 8am on Tuesday and will return by 5pm on Thursday. I will get hotel information if we are approved. This is a great accomplishment for these students and im very proud of them. Thank you for the consideration to allow us to go.

The FFA is also asking permission to go to FFA camp June 19-23. We will leave at 8am on the 19th and be back by 5pm on the 23rd. This is a great opportunity for the students to bond with their new officer team (6 member), and allow them to learn about their new positions. They will bring back great ideas from camp to incorporate into our chapter. We will be staying on the FFA grounds in Hardinsburg in their cabins. Thank you for the consideration of our request.

If you need any other information about these trips please dont hesitate to ask.

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*Brooke McClellen
Gallatin County High School
Agriculture Teacher and FFA Advisor*