

Local

STUDENTS

09.36 AP.21

**School-Related Student Trip Request Form**

**SUBMIT THIS FORM TWO (2) WEEKS PRIOR TO THE TRIP.**

SCHOOL Taylorville Elementary FACULTY MEMBER(S) SPONSORING TRIP Deborah Montgomery

**TYPE OF TRIP (CHECK ONE):**

- Classroom Field Trip  Class Trip (i.e., junior, senior), specify \_\_\_\_\_
- Organization/Club Trip, specify 21<sup>st</sup> CCLC / TES TBB  Other (athletic, band, if applicable) \_\_\_\_\_

DESTINATION SC Cooperative Extension ADDRESS 100 Oak Tree Way, Taylorville, NE N/A

- Out of State  Out of County  Within County

Overnight; give name, address, phone of lodging \_\_\_\_\_

DATE(S) OF TRIP 6/23/23 DEPARTURE TIME 9:30 AM RETURN TIME TBD (noonish)

PURPOSE/EDUCATIONAL VALUE Educational Enrichment

SOURCE OF FUNDING FOR TRIP 21<sup>st</sup> CCLC / TES TBB

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.

**BILL TRIP EXPENSES TO:**

- SPONSORING ORGANIZATION  SCHOOL COUNCIL  BOARD  OTHER, SPECIFY 21<sup>st</sup> CCLC / TES TBB

NUMBER OF STUDENTS 100 FACULTY SPONSORS \_\_\_\_\_ OTHER CHAPERONES 10

TOTAL # OF PARTICIPANTS 110

**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) \_\_\_\_\_

SUPERVISION (Attach list of names of adults accompanying students on trip.)

Have all chaperones undergone the required records AOC check and been designated by the principal/designee to supervise students?  Yes  No

[Signature] 4/18/23  
Signature of Faculty Sponsor Date

Trip has been  approved  disapproved. Reason for disapproval \_\_\_\_\_

[Signature] 5-15-23  
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**

\$.93 per mile  
 Regular hourly rate for driver, plus overtime if driver's hours exceed 40 per week  
 Competition trips (athletic/academic) Driver salary plus \$15  
 Admission to event provided by sponsor:  Yes  No  
 Overnight lodging: Single room  
 Driver time starts 15 min. before departure and ends 15 min. after arrival

Meals provided by sponsor:  Yes  No

Send copy to lunchroom:  Yes  No

Bus limits: 2 persons per seat

Driver requested: 1. Amanda Moore 2. Betty Goodlett Number of buses requested: 3

RELATED PROCEDURES: Alternates: Alizia Curtsinger / Stephanie Jones

09.36 AP.211. 09.36 AP.212

Review/Revised:09/22/03