

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

PO #: _____

SCHOOL: SCHS FACULTY MEMBER SPONSORING TRIP: Saylor Aylmer

Classroom Field Trip Class Trip (whole grade), specify _____
 Organization/ Club: DFC other (athletic, band, etc.) DFC Convention

DESTINATION: Gaylord Texas Resort ADDRESS: 1501 Gaylord Trail, Grayson, Tx 76051
 Out of State Out of County within County Overnight: _____

DATE(S) OF TRIP: 7/16-20/2023 DEPARTURE TIME: 8:00 AM RETURN TIME: 10:00 PM
 PURPOSE/ EDUCATION VALUE: Relaxation work latest trends on substance misuse, etc

SOURCE OF FUNDING FOR TRIP: DFC Grant

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

BILL TRIP EXPENSES TO:
 SPONSORING ORGANIZATION SCHOOL COUNCIL BOARD OTHER: DFC Grant

NUMBER OF STUDENTS: 4 FACULTY SPONSORS: 2 OTHER CHAPERONES: _____
 TOTAL NUMBER OF PARTICIPATES: 6

MODE OF TRANSPORTATION:
 IS DISTRICT TRANSPORTATION NEEDED? NO YES, SEE PROCEDURE 09.36 AP. 2.1.1 BUS VAN
 CERTIFIED 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 ABC check and been designated by the principal/designee to supervise students? YES NO

Name of Faculty Sponsor: Saylor Aylmer Date: 5/8/23

Trip has been: approved disapproved. Reason: _____

Signature of Superintendent/Designee: [Signature] Date: 5-15-2023

For overnight and/or out-of-state trips, approval of the superintendent and/or Board may be required by policy 09.36.

FIELD TRIP CHARGE: 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. _____