

PO #: _____

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

SCHOOL: SCHS FACULTY MEMBER SPONSORING TRIP: Demiece Coke

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

DESTINATION: Atlanta GA ADDRESS: _____
 Out of State Out of County within County Overnight: _____

DATE(S) OF TRIP: June 26-30 2023 DEPARTURE TIME: _____ RETURN TIME: _____
PURPOSE/ EDUCATION VALUE: 2023 FBLA Nationals

SOURCE OF FUNDING FOR TRIP: Lex Aberli + FBLA

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: 1 FACULTY SPONSORS: 1 OTHER CHAPERONES: _____

TOTAL NUMBER OF PARTICIPATES: 2

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) _____

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 NA NO

Demiece Coke
Name of Faculty Sponsor

5/1/23
Date

Trip has been: approved disapproved. Reason: _____

[Signature]
Signature of Superintendent/Designee

5/1/2023
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. _____