

PO #: _____

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

SCHOOL: SCHS FACULTY MEMBER SPONSORING TRIP: Jason Burns

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

DESTINATION: Atlantic High School Daytona Beach Oceanfront Resort ADDRESS: 100 N. Atlantic Ave. Daytona Beach, FL
 Out of State Out of County within County Overnight: _____

DATE(S) OF TRIP: 12/26/23 - 12/31/23 DEPARTURE TIME: _____ RETURN TIME: _____
PURPOSE/ EDUCATION VALUE: Varsity Basketball Tournament

SOURCE OF FUNDING FOR TRIP: Boys Basketball
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: 16 FACULTY SPONSORS: 5 OTHER CHAPERONES: _____
TOTAL NUMBER OF PARTICIPATES: _____

MODE OF TRANSPORTATION:
IS DISTRICT TRANSPORTATION NEEDED? NO YES, SEE PROCEDURE 09.36 AP.312 BUS VAN
 CERTIFIED COMMON CARRIER; SPECIFY _____
 PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) Miller Transportation

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
Jason Burns _____ 4/19/23
Name of Faculty Sponsor Date

Trip has been: approved disapproved. Reason: _____
[Signature] _____ 5-15-2023
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. _____