

PO #: _____

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

SCHOOL: SCHS FACULTY MEMBER SPONSORING TRIP: Dunaway, Hamilton
Carson

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

DESTINATION: FFA state Convention ADDRESS: Hyatt Regency
401 W. Main St. Lexington KY 40501
 Out of State Out of County within County Overnight: _____

DATE(S) OF TRIP: June 6-8, 2023 DEPARTURE TIME: 8am RETURN TIME: 2pm
PURPOSE/ EDUCATION VALUE: State competitions and Convention

SOURCE OF FUNDING FOR TRIP: Fundraisers (FFA)

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: 30 FACULTY SPONSORS: 3 OTHER CHAPERONES: 0

TOTAL NUMBER OF PARTICIPATES: 33

MODE OF TRANSPORTATION:

IS DISTRICT TRANSPORTATION NEEDED? NO YES, SEE PROCEDURE 09.36 AP.212 BUS VAN Dunaway

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 NO

Name of Faculty Sponsor

4/19/23
Date

Trip has been: approved disapproved. Reason: _____

Signature of Superintendent/Designee

5-15-2023
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. _____