School Field Trip Packet - Overnight/Greater than 100 miles with District Transportation

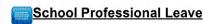
Organization: Marion County Public Schools

Employee: DAVID HIBBARD

Assigned To: User - kim.hood

Show History

NOTE: Field trip packets that require Board approval will <u>only</u> be approved at the first regular board meeting each month.



03.125 AP.21

Employee Name

David Hibbard

School/Work site

Marion County High School

Date(s) of leave

July 11-13, 2023

* Time of departure

08:00 am

₩ Destination

Morehead State University

* Purpose/Rationale for attending

Volleyball Team Camp

* Number of students involved

22

Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.)

Number of days (Avg. \$100 a day)

Substitute code

Registration

No

Registration cost

Registration code

Mileage

No

Number of miles

Number of days

Lodging

No

Cost per night

Number of nights

Lodging rate

₩ Meals

No

Estimated total meal cost

Meals/Mileage/Parking/Lodging Code

Grand total of expenses

0

*An overnight stay is required for reimbursement of any meals. Any meal exceeding \$5.00 must be substantiated by an itemized receipt. Maximum allowable food expenditure per day shall be \$40.00 in state and \$46.00 out of state. For lodging to be reimbursed, an original, itemized receipt is required. Registration fees, parking tolls, etc. may be reimbursed with original receipts. Credit card slips, registration forms, or check copies are not accepted as receipts. A Travel Voucher (03.125 AP.22) must be completed after the conference/workshop, etc., to receive reimbursement for actual expenses.

Notes

Reviewed/Revised: 01/12/2015

School-Related Student Trip Request Form

09.36 AP.21

Reaculty member(s) sponsoring trip

David Hibbard

🏶 Type of trip (i.e. classroom, organization, club, Athletic

athletic, band)

Destination name

Morehead State University

Destination address

Morehead, KY

Destination phone

606-273-4578

Lodging name

Lodging address

Lodging phone

Date(s) of trip

July 11-13, 2023

* Time of departure

08:00 am

Purpose/Educational value

Volleyball Team Camp

Source of funding for trip

Athletics/VB

No student shall be denied the trip because of the inability to pay.

Representation Bill trip expenses to (i.e. Sponsoring) organization, school council, Board)

5151918 0898

Number of students

22

Other chaperones

0

Total number of participants

Number of faculty sponsors

25

Supervision (Attach list of names of students and chaperones)

23 VB Roster.xlsx Added 5/24/2023 9:57:00 AM view

Add a File

* Have all chaperones undergone the required Yes records check and been designated by the principal/designee to supervise students?

Reviewed/Revised: 01/12/15



This authorization for the use of this vehicle is valid for the use of said vehicle as a "School Bus" and for no other purpose.

Buses needed

Yes

*If more than one bus is needed, please submit a 'School Bus Request' form for each additional bus.

Destination

Morehead State University

Date(s) of trip

July 11-13, 2024

Representation of the second s

Volleyball

Purpose of trip

Volleyball Team Camp

Rus pick-up time

08:00 am

Bus return time

01:00 pm

Required when transporting items that cannot be held in Under storage will be required lap of students, under storage will be required to store these items.

Account to be charged

5151918 0898

Blank Student List Template

★ Faculty supervision will be provided for this trip. At least one member of our faculty will ride in each bus. A copy of the list of pupils that are assigned to ride this particular school bus can be uploaded below. The driver will be given a copy and the school should also keep a copy of all riders on file.

23 VB Roster.xlsx Added 5/24/2023 9:58:00 AM

view

Employee Signature

Signed: David Hibbard

Stamped: Wed May 24 2023 10:58:11 GMT-0400 (Eastern Daylight Time);5/24/2023 9:58:11 AM;2023-05-24 14:58:11Z;170.185.150.17;Employee - #339 - DAVID HIBBARD

Principal Signature

Signed: Robby Peterson

Stamped: Thu May 25 2023 14:09:53 GMT-0400 (Eastern Daylight Time);5/25/2023 1:09:53 PM;2023-05-25 18:09:53Z;170.185.150.17;Employee - #371 - JOSEPH PETERSON

Direct this field trip packet to



Supervisor Signature

Not Signed

🏶 Field Trip Designee Signature

Not Signed

Date of Board approval

Superintendent Signature

Not Signed

This section is to be completed by the Transportation Director.

Approve

Deny