

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

PO #: _____

SCHOOL: Spencer County High School FACULTY MEMBER SPONSORING TRIP: Jacob Yount

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

DESTINATION: Mason Michigan ADDRESS: _____
☒ Out of State ☐ Out of County ☐ within County ☒ Overnight: July 5th - 9th

DATE(S) OF TRIP: ~~July 5th - 9th~~ DEPARTURE TIME: 7: AM RETURN TIME: 7 PM
PURPOSE/ EDUCATION VALUE: National Tournament

SOURCE OF FUNDING FOR TRIP: Fundraising, Students' Parents Pay League
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: _____ FACULTY SPONSORS: _____ OTHER CHAPERONES: _____
TOTAL NUMBER OF PARTICIPATES: _____

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 ☐ NO

Jacob Yount 05/18/2023
Name of Faculty Sponsor Date

Trip has been: ☐ approved ☐ disapproved. Reason: _____

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. _____