

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

PO #: 76A

SCHOOL: SCHS FACULTY MEMBER SPONSORING TRIP: Brenna Murray

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

DESTINATION: Owensboro (KY Theatre Festival) ADDRESS: Riverpark Center Owensboro, KY
☐ Out of State ☐ Out of County ☐ within County ☒ Overnight: _____

DATE(S) OF TRIP: Nov 2-4 2023 DEPARTURE TIME: 12 pm RETURN TIME: 10 pm

PURPOSE/ EDUCATION VALUE: To expose theatre students to live performances, meet with colleges, audition for scholarships, & workshops with working professionals.

SOURCE OF FUNDING FOR TRIP: Drama Club Auction (plus fundraising & fees)
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: 35 FACULTY SPONSORS: 1-2 OTHER CHAPERONES: 1-2
TOTAL NUMBER OF PARTICIPATES: 39

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

Brenna Murray Name of Faculty Sponsor 8-30-23 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. _____