

Extended Field Trip Request

(In excess of 150 Miles, Overnight, Out-of-State or use by Common Carrier)

This form must be completed and sent to the Superintendent in time to be placed on the agenda of the Powell County Board of Education prior to the planned trip date. Safety and liability issues, as well as the availability of substitute teachers (where applicable) are all areas of Board responsibility.

ALL ITEMS MUST BE COMPLETED FOR TRIP TO BE CONSIDERED.SCHOOL **PCHS**Estimated # OF STUDENTS ELIGIBLE FOR TRIP 32Male 9 Female 23ORGANIZATION OR GROUP **PCHS Marching Band**Estimated # OF STUDENTS PARTICIPATING 32Male 9 Female 23DATE(S) OF TRIP (Including Travel) 10/27/2023-10/29/2023# OF SCHOOL DAYS INVOLVED 1SPONSOR'S NAME Taylor HuffakerMALE CHAPERONES 6 FEMALE CHAPERONES 6LOCATION(S): Bowling Green/WKU/HotelCITY/STATE: Bowling Green, KY

- ☐ For out of state trips, please check here if medical assistance from a licensed medical professional is required for any students on trip. School nurse **MUST** be notified of trip.

TRANSPORTATION PROVISIONS:☒ Powell County Public School bus☐ Commercial Travel; Insurance Coverage Provided by Travel Firm: _____

Why is a Commercial Carrier being used in lieu of a Powell County School Bus? _____

☐ Private Travel (Review 09.36 AP.2: Restrictions, parent notification, driver notification.)

➤ Parent Transport – WAIVER REQUESTS ATTACHED (Note: District Transportation Must Be Offered)

☐ Rental Vehicle – Type of vehicle _____, Rental Company _____

Extended Field Trip Request**COST OF TRIP**Estimated Total Cost of Trip\$ 3500

Meals/Lodging/Transportation

Name of Facility and City for Lodging

\$

Additional Expenses (Specify) _____

\$ 3500****TOTAL COST**How Expenses of Trip Are to Be Paid

\$

School or District Amount From Band Funds _____ Source

\$

Association or Parent Group (Specify) _____

\$

Student's Share (Individual Amount \$ _____)

Provisions must be made for students who are unable to pay their share for any trip made during the instructional day.**Terms of the student fee waiver policy apply to all trips that are scheduled within the instructional day.**\$ 3500****TOTAL PAYMENT MUST MATCH TOTAL COST
ABOVE******PLEASE CHECK TO INDICATE THE FOLLOWING ITEMS HAVE BEEN ADDRESSED:**

Field Trip Policy & Procedures & Forms Have Been Reviewed	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
List of Students Participating Attached	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Cost of Trip Completed	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Complete Itinerary of the Trip Attached	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Educational Plan for the Trip Attached (if instructional in nature)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

PRIOR to trip, sponsor will ensure completion

☞ All Chaperones are on the Approved Volunteer List & Approved by Principal	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
☞ List of Chaperones completed (Mark whether teacher, parent, etc.)	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
☞ Field Trip Policy & Procedures have been reviewed by all chaperones on trip	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Per Kentucky regulations, all trip forms/signatures shall be retained at school for five (5) years.

I accept the responsibility of seeing that the above event is represented accurately and shall be carried out in accordance with Board Policies, Administrative Procedures, and any applicable school council policies.

Signature: Trip SponsorDateSignature: Principal ApprovalDate

Review/Revised: 10/17/23