

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

Organization: **Marion County Public Schools** Employee: **JESSICA MONTGOMERY**

Assigned To: **User - kim.hood**

[Show History](#)

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

School Professional Leave

03.125 AP.21

* Employee Name Jessica Montgomery
 * School/Work site Marion County High School
 * Date(s) of leave November 9-12
 * Time of departure 08:00 am
 * Destination
 FCCLA National Fall Conference Birmingham-Jefferson Convention Complex. Birmingham, AL 35203
 * Purpose/Rationale for attending
 NFC is a student leadership conference with an expected attendance of over 2,000 middle and high school students and their Family and Consumer Sciences educators. Youth and educators will engage in career pathway-focused workshops and training opportunities and network opportunities with peers from across the country. Students will be competing in National Skill Demonstration events to showcase the skills obtained in FCS classrooms with the chance to win scholarships.
 * Number of students involved 3

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

Number of days (Avg. \$100 a day) 2
 Substitute code Board-Lavec
 * Registration Yes
 Registration cost 80
 Registration code Board-Lavec
 * Mileage Yes
 Number of miles 690
 Number of days 1
 * Lodging Yes
 Cost per night 250.00
 Number of nights 3
 Lodging rate Conference Rate
 * Meals Yes
 Estimated **total** meal cost 184.00
 Meals/Mileage/Parking/Lodging Code Board-Lavec
 * Grand total of expenses 1,450

***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

* Faculty member(s) sponsoring trip Jessica Montgomery
 * Type of trip (i.e. classroom, organization, club, athletic, band) Organization
 * Destination name Sheraton Birmingham Hotel
 * Destination address 2101 Richard Arrington Jr Blvd N, Birmingham, AL 35203
 * Destination phone (205) 334-5000

Destination phone (205) 324-5000

Lodging name Sheraton Birmingham Hotel

Lodging address 2101 Richard Arrington Jr Blvd N, Birmingham, AL 35203

Lodging phone (205) 324-5000

Date(s) of trip November 9-12

Time of departure 08:00 am

Purpose/Educational value
 NFC is a student leadership conference with an expected attendance of over 2,000 middle and high school students and their Family and Consumer Sciences educators. Youth and educators will engage in career pathway-focused workshops and training opportunities and network opportunities with peers from across the country. Students will be competing in National Skill Demonstration events to showcase the skills obtained in FCS classrooms with the chance to win scholarships.

Source of funding for trip Board-Lavec

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

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

Number of students 3

Number of faculty sponsors 1

Other chaperones 0

Total number of participants 4

Supervision (Attach list of names of students and chaperones)

NFLC Attendees.docx [view](#)
 Added 9/20/2023 8:42:00 AM

Add a File

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

Reviewed/Revised: 01/12/15

School Bus Request

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 1- van

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

Destination 2101 Richard Arrington Jr Blvd N, Birmingham, AL 35203

Date(s) of trip November 9-12

Group requesting bus FCCLA

Purpose of trip National Conference

Bus pick-up time 12:00 am

Bus return time 12:00 am

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

Account to be charged Board-LAVEC

[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.

NFLC Attendees.docx [view](#)
 Added 9/20/2023 8:45:00 AM

Employee Signature

Signed: **Jessica Montgomery**
 Stamped: Wed Sep 20 2023 09:45:29 GMT-0400 (Eastern Daylight Time); 9/20/2023 8:45:29 AM; 2023-09-20 13:45:29Z; 170.185.150.17; Employee - #346 - JESSICA MONTGOMERY

Principal Signature

Signed: **Robby Peterson**
 Stamped: Mon Oct 09 2023 12:56:57 GMT-0400 (Eastern Daylight Time); 10/9/2023 11:56:57 AM; 2023-10-09 16:56:57Z; 170.185.150.17; Employee - #371 - JOSEPH PETERSON

Direct this field trip packet to

* Supervisor Signature

Not Signed Read-Only

* Field Trip Designee Signature

Not Signed Read-Only

* Date of Board approval

* Superintendent Signature

Not Signed Read-Only

This section is to be completed by the Transportation Director.

* Bus number

* Driver

* Driver wage

* Transportation Director Signature/Date

This section is to be completed by the driver and filed in the Transportation Director's office upon completion of the above trip.

* Ending odometer reading

* Beginning odometer reading

* Total miles

* Number transported

* Driver Signature/Date

Approve

Deny

