# School Field Trip Packet - OvernightGreater than 100 miles with District Transportation

Organization: Marion County Public Schools

Employee: JESSICA MONTGOMERY

Assigned To: User - kim.hood

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.)

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

Yes

Substitute code

Board-Lavec

Registration

Yes 80

Registration cost Registration code

Board-Lavec

Mileage

Yes 690

Number of miles Number of days

1

Lodging

Yes

Cost per night

250.00

Number of nights

Lodging rate

Conference Rate

Meals

Yes

Estimated total meal cost

184.00

Meals/Mileage/Parking/Lodging Code

Board-Lavec

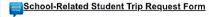
Grand total of expenses

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



# 09.36 AP.21

Faculty member(s) sponsoring trip

Jessica Montgomery

\* Type of trip (i.e. classroom, organization, club, Organization athletic, band)

Destination name

Sheraton Birmingham Hotel

Destination address

2101 Richard Arrington Jr Blvd N, Birmingham,

AL 35203

A Destination phone

· Destination priorie (203) 324-3000 Lodging name Sheraton Birmingham Hotel Lodging address 2101 Richard Arrington Jr Blvd N, Birmingham, AL 35203 Lodging phone (205) 324-5000 Report 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. Rill trip expenses to (i.e. Sponsoring Board-Lavec organization, school council, Board) Number of students 3 Number of faculty sponsors Other chaperones 0 Total number of participants 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? 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 Roup requesting bus **FCCLA** Purpose of trip **National Conference** Rus pick-up time 12:00 am Rus return time 12:00 am \* When transporting items that cannot be held in Under storage will not be required lap of students, under storage will be required to store these items. \* 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 Added 9/20/2023 8:45:00 AM view Employee Signature Signed: Jessica Montgomery Stamped:Wed Sep 20 2023 09:45:28 GMT-0400 (Eastern Daylight Time);9/20/2023 8:45:28 AM;2023-09-20 13:45:282;170.185.150.17;Employee - #346 - JESSICA MONIGOMERY Rincipal Signature Signed: Robby Peterson Stamped:Mon Oct 09 2023 12:56:57 GNT-0400 (Eastern Daylight Time);10/9/2023 11:56:57 AM;2023-10-09 16:56:572;170.185.150.17;Employee - #371 - JOSEPH \* Direct this field trip packet to

