

FIELD TRIP REQUEST FORM

Name of School: Collins Elementary

Date of Field Trip: 5/17/2024 to 5/17/24

Days of School Missed: 1

Location of Field Trip: Conner Prairie

Grade Level and Number of Students Attending: 5th 91

Number of Chaperones Attending: 10

What form of transportation will be used?* Be Specific. Common Carrier

Have field trip rules been explained to the students and chaperones?

YES ☒ NO ☐

Are there students being denied the right to attend due to finances?

YES ☐ NO ☒

Does this trip comply with Title IX equity issues?

YES ☒ NO ☐

Brief Description (Be specific regarding educational purpose):

Our students will have a unique & personal experience to connect w/ history & nature through observation, deep listening, & thoughtful questioning. Students will also engage in identity work, explore the grounds to better understand the true history of the place & the people who once called it home & use their observation to inspire & support their activism.

Please check the appropriate box:

☐

To be used for 1 (one) day trips using school bus or private automobile.*

NEEDS PRINCIPAL APPROVAL ONLY. PLEASE SEND ALL FORMS TO DISTRICT OFFICE.

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To be used for overnight trips, trips of more than one instructional day and Co-curricular/ Extracurricular trips.

TO BE APPROVED BY THE ASSISTANT SUPERINTENDENT.

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To be used for trips taken by common carrier.

TO BE APPROVED BY THE BOARD OF EDUCATION.

NOTE: FOR BOARD APPROVAL, THIS REQUEST SHOULD BE SUBMITTED TO THE SUPERINTENDENT'S OFFICE BY NOON AT LEAST (11) WORKING DAYS PRIOR TO THE NEXT BOARD MEETING.

Sponsor Signature: April Faust

Principal Signature: Tammy Lawrence Date Approved: 2-2-24

DISTRICT OFFICE USE ONLY

Approved by: _____ Date: _____

* Drivers of private automobiles need to complete the Auto Insurance Affidavit Form.

Email

Print

Reset

Please print this form and email to mailto:tammy.jump@boone.kyschools.us



1810 Monmouth St
Newport, KY 41071
(859)261-8841

Quotation

DATE January 30, 2024
Quotation # TSY-001

Quotation valid until: March 30th, 2024
Prepared by: Connor Bartels

Bill To:

deshae.barnhorst@boone.kyschools.us

Date	Description	AMOUNT
5/17/2024	(1) 55 passenger bus service - Conner Prairie trip	\$1,595
5/17/2024	(1) 55 passenger bus service - Conner Prairie trip	\$1,595
TOTAL		\$ 3,190.00

This quote is based on availability at the time of the quote. Availability may have changed by time of booking.

THANK YOU FOR YOUR BUSINESS!

DEPOSIT: A \$100 deposit per motorcoach is required to reserve service.

PAYMENT OF BALANCE: To avoid cancellation, the balance of the payment is due thirty (30) days prior to the event. If the balance is not paid in full 30 days prior, trips can be cancelled without notice to fulfill company needs.

CANCELLATION: We have a 2 week cancellation policy. Cancellation less than two (2) weeks prior to service will result in forfeiture of all monies paid.

ADDITIONAL CHARGES: You will be responsible for any tolls, city fees and applicable parking for the bus.

AMENITIES such as wi-fi, PA system, electrical outlets, DVD players and TV monitors are provided at no charge. Therefore no refund will be issued for the failure of such amenities.

DRIVER ACCOMODATIONS: You are responsible for a hotel room for the driver. This includes booking and payment of the room.

PAYMENTS: We accept credit card or check. Please make checks payable to: Executive Charter, Inc.

A Finance Charge of 2% Per Month, 24% Annual Percentage Rate will be charge on all past due accounts.

PRICE VARIATIONS: The price quoted above is from terminal to terminal and is based upon the information originally given. Any changes may affect the original price quote. A revised quote will be given at the time of change.

DAMAGE AND CLEAN UP FEES: If extraordinary clean up is required there will be an additional charge of \$250. You will be liable for any damage caused by the passengers of the bus.

LIMITATIONS ON DRIVE TIMES: Please NOTE the following:
The bus will not be driven between 1:00 am and 5:00am. Please adjust your itinerary to accommodate this.
The D.O.T. only allows a driver to be on duty for 15 consecutive hours and to drive for 10 hours of the 15 hours before an 8 hour break is required.
It is important to communicate with us prior to your trip regarding any itinerary that may exceed these requirements so accommodations for a second driver can be made. A second driver will increase the cost of your charter.

ITINERARY: A specific itinerary is required 2 weeks before the service, listing all locations and expected times for the driver(s).

NOTES: Please check the information above regarding your trip. Please contact us with any changes, corrections, or additions to your itinerary. Our staff is anxious to help you.