

## FIELD TRIP REQUEST FORM

Name of School: Charles H Kelly Elementary

Date of Field Trip: 5/2/24

Days of School Missed: 1

Location of Field Trip: Columbus Zoo and Aquarium

Grade Level and Number of Students Attending: 5th / 42 students

Number of Chaperones Attending: 10

What form of transportation will be used?\* Be Specific. Common Carrier (Executive Charter)

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):

Visiting the Columbus Zoo and Aquarium to  
learn more about animals, their habitats,  
adaptations and ecosystems

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.**

☐ 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.**

☒ 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: E. H. Baron

Principal Signature: Kathy Mizur

Date Approved: 1/29/24

**DISTRICT OFFICE USE ONLY**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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



Please print this form and fax to the Superintendent's Office 282-3312

**Executive Charter, Inc.**  
1810 Monmouth St. Newport KY 41071  
859-261-8841  
reservations@executivevetransportation.org

Account Name: **KELLY ELEMENTARY / PIDGEON** Acct ID: **3344450**

Address: **6775 MCVILLE RD BURLINGTON, KY 41005**

Client Contact: **TAMMY PIDGEON** Phone#: **8593344450**

<b>5/2/2024 8:30:00AM</b>	<b>KELLY ELEMENTARY / PIDGEON</b>	<b>Confirmation# 2961235</b>
<b>MOTOR COACH 55</b>	<b>FROM: KELLY ELEMENTARY: 6775 MCVILLE RD. BURLINTON, KY 41005</b>	<b>FARE: \$1,505.00</b>
<b>TRIP REMARKS:</b>	<b>TO: COLUMBUS ZOO: 4850 W. POWELL RD. COLUMBUS, OH</b>	<b>TIPS: \$50.00</b>
<b>WAIT &amp; RETURN 5:30PM</b>		<b>Total Fare \$1,555.00</b>

**Invoice Total: \$1,555.00**

**DEPOSIT:** A \$100 deposit per motorcoach is required to reserve service. To avoid cancellation, the balance of the payment is due thirty (30) days prior to the event. If 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.

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

**CREDIT CARD PROCESSING FEE:** A processing fee of 3% will be added to all credit card payments.

**PAST DUE AMOUNTS:** 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.

**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.

**DAMAGE AND CLEAN UP FEES:** If excessive 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.

**ITINERARY:** A specific Itinerary is required 2 weeks before the trip, 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.

Please sign and return with your deposit to ensure your coach reservation.

Signature \_\_\_\_\_ Date \_\_\_\_\_