FIELD TRIP REQUEST FORM

Date of Field Trip: 4-24-24 Days of School Missed: 4 Location of Field Trip: Connex Praint Grade Level and Number of Students Attending: 5th - 110 Number of Chaperones Attending: 20 What form of transportation will be used?* Be Specific. 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 Toes this trip comply with Title IX equity issues? Brief Description (Be specific regarding educational purpose): CHURCH'S WILL VISH COYMEN PRAVIE IN TSPENS IN FOY AN INTERCENT PRINTED ALL FORMS TO DISTRICT OFFICE. 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 on 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 MREFING. Sponsor Signature: August Machines Control of the Next BOARD MREFING. Sponsor Signature: Date Only Date Approved: 03-21-27 DISTRICT OFFICE USE ONLY Approved by: Date:	Name of School: (30)
Coade Level and Number of Students Attending:	Date of Field Trip: 4-24-24
Number of Chaperones Attending:	Days of School Missed:
What form of transportation will be used?* Be Specific. EXECUTIVE CHARTEN Have field trip rules been explained to the students and chaperones? Are there students being denied the right to attend due to finances? Are there students being denied the right to attend due to finances? PES NO Does this trip comply with Title IX equity issues? Brief Description (Be specific regarding educational purpose): STUDENTS NO IN FOY AN INTERCENCE IN TO BE SPECIFIC TO THE ASSISTANT SUPERINTENDENT. 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 on 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: Date Approved: 03-21-24 District Office USE ONLY	Location of Field Trip: Connex Prainl
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	Principal Signature: Date Approved: 03.21.24
Approved by: Date:	DISTRICT OFFICE USE ONLY
	Approved by: Date:

 $^{^{\}star}$ Drivers of private automobiles need to complete the Auto Insurance Affidavit Form.

Executive Charter, Inc.

1810 Monmouth St. Newport KY 41071 859-261-8841

reservations @ executive transportation. org

Account Name: GOODRIDGE ELEMENTARY SCHOOL Acct ID: 3344420

Address: 3330 COUGAR PATH HEBRON, KY 41048

Client Contact: LAURA MICHELS Phone#:_

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HPS:	\$	50.00	
l Fare	\$1,5	95.00	
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4/24/2024 8:45:00AM	GOODR	DGE ELEMENTARY / MICHELS	Confirmation# 2978667	
MOTOR COACH 55	FROM:	GOODRIDGE ELEMENTARY: 3330 COUGAR PATH 41048		
	TO:	CONNER PRAIRIE: 13400 ALLISON RD. FISHERS, IN	FARE : \$1,545.00	
TRIP REMARKS:		46038	TIDO 050 00	
WAIT & START RETURN ABOUT 3:30PM; \$50.00				
Order has more than 1 vehicle (3)				
			Total Fare \$1,595.00	

4/24/2024 8:45:00AM	GOODRI	DGE ELEMENTARY / MICHELS	Confirmation	# 2978668
MOTOR COACH 47	FROM: TO:	GOODRIDGE ELEMENTARY: 3330 COUGAR PATH 41048 CONNER PRAIRIE: 13400 ALLISON RD. FISHERS. IN	FARE:	\$1,445.00
TRIP REMARKS: WAIT & START RETURN ABO		46038	TIPS:	\$50.00
Order has more than 1 vehicle	e (3)		Total Fare	\$1,495.00

Invoice Total: \$4,685.00

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 forfieture 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.

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

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 ameneties.

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.

Signature	Date