

Extended Field Trip Request & Forms

(In excess of 150 Miles, Overnight, Out-of-State or use by Common Carrier)

This form must be completed and sent to the Superintendent in time to be placed on the agenda of the Powell County Board of Education prior to the planned trip date. Safety and liability issues, as well as the availability of substitute teachers (where applicable) are all areas of Board responsibility.

ALL ITEMS MUST BE COMPLETED FOR TRIP TO BE CONSIDERED.SCHOOL PCHSORGANIZATION OR GROUP BandDATE(S) OF TRIP (Including Travel) June 3, 2024SPONSOR'S NAME Michael EstepMALE CHAPERONES 1 FEMALE CHAPERONES 1LOCATION(S): Kings IslandCITY/STATE: Kingsport OhioEstimated # OF STUDENTS ELIGIBLE FOR TRIP 28Male 11 Female 17Estimated # OF STUDENTS PARTICIPATING 28Male 11 Female 17# OF SCHOOL DAYS INVOLVED 0

For out of state trips, please check here if medical assistance from a licensed medical professional is required for any students on trip. School nurse **MUST** be notified of trip.

Ohio - N/A**TRANSPORTATION PROVISIONS:**☒ Powell County Public School bus

Commercial Travel; Insurance Coverage Provided by Travel Firm: _____

Why is a Commercial Carrier being used in lieu of a Powell County School Bus? _____

Private Travel (Review 09.36 AP.21 Restrictions; parent notification, driver notification.)

Parent Transport – WAIVER REQUESTS ATTACHED (Note: District Transportation Must Be Offered)

☐ Rental Vehicle – Type of vehicle _____, Rental Company _____

Extended Field Trip Request & Forms**COST OF TRIP**Estimated Total Cost of Trip\$ 2500.00

Meals/Lodging/Transportation

Ticket w/ food voucher + School BusName of Facility and City for LodgingAdditional Expenses (Specify) 200.00 ck\$ 2700.00****TOTAL COST**How Expenses of Trip Are to Be Paid

\$

School or District Amount From _____ Source

\$

Association or Parent Group (Specify) Acad 1213 1860.00

\$

Student's Share (Individual Amount \$ 35.00 840.00)

Provisions must be made for students who are unable to pay their share for any trip made during the instructional day.

Terms of the student fee waiver policy apply to all trips that are scheduled within the instructional day.\$ 2700.00****TOTAL PAYMENT MUST MATCH TOTAL COST ABOVE******PLEASE CHECK TO INDICATE THE FOLLOWING ITEMS HAVE BEEN ADDRESSED:**

Field Trip Policy & Procedures & Forms Have Been Reviewed

☒ Yes No

List of Students Participating Attached

☒ Yes No

Cost of Trip Completed

☒ Yes No

Complete Itinerary of the Trip Attached

☒ Yes No

Educational Plan for the Trip Attached (if instructional in nature)

☒ Yes ☒ No**PRIOR to trip, sponsor will ensure completion**

All Chaperones are on the Approved Volunteer List & Approved by Principal

☒ Yes No

List of Chaperones completed (Mark whether teacher, parent, etc.)

☒ Yes No

Field Trip Policy & Procedures have been reviewed by all chaperones on trip

☒ Yes No* both chaperones are teachers - 1 male/1 female**Per Kentucky regulations, all trip forms/signatures shall be retained at school for five (5) years.**

I accept the responsibility of seeing that the above event is represented accurately and shall be carried out in accordance with Board Policies, Administrative Procedures, and any applicable school council policies.

Michael Estep
Signature: Trip Sponsor4/11/24
Date[Signature]
Signature: Principal Approval4/11/24
Date

Kings Island Trip

Jun 3, 2024

Itinerary

Depart 7:45

Arrive 9:45

Depart 5:45

Return 7:45

Chaperones:

Michael Estep - Teacher

Katherine Moore - Teacher

List of Students: 28

Jaden Arvin

Karlee Ballard

Clair Baty

Olivia Bently

Isabella Calton

Drew Campbell

Wyatt Dalrymple

Emma Foster

Ayvyn Gilbert

Sam Hall

Alex Lee

Kena Martin

Corey McFarland

Abby Meadows

Willow Napier

Jason Nunes

Amber Patrick

Hailey Powell

Madison Powell

Clay Profit

Siras Releford

Emma Rice

Norah Rogers

Wyatt Rogers

Charlotte Thomas

Dakota Wilcox

Joseph Wilson