

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

\$ 1 night 2 nights
\$1830 \$3300

Meals/Lodging/Transportation

Comfort Suites Owensboro, KYName of Facility and City for Lodging

Additional Expenses (Specify) _____

****TOTAL COST**How Expenses of Trip Are to Be Paid

\$ School or District Amount From District Source

\$ Association or Parent Group (Specify) _____

\$ Student's Share (Individual Amount \$ _____)

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.

\$ 1 nights 2 nights
1830 3300

****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	<input checked="" type="radio"/> Yes	No
List of Students Participating Attached	<input checked="" type="radio"/> Yes	No
Cost of Trip Completed	<input checked="" type="radio"/> Yes	No
Complete Itinerary of the Trip Attached	<input checked="" type="radio"/> Yes	No
Educational Plan for the Trip Attached (if instructional in nature)	<input checked="" type="radio"/> Yes	No

PRIOR to trip, sponsor will ensure completion

All Chaperones are on the Approved Volunteer List & Approved by Principal	<input checked="" type="radio"/> Yes	No
List of Chaperones completed (Mark whether teacher, parent, etc.)	<input checked="" type="radio"/> Yes	No
Field Trip Policy & Procedures have been reviewed by all chaperones on trip	<input checked="" type="radio"/> Yes	No

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.

John Spencer
 Signature: Trip Sponsor

4/16/24
 Date

 Signature: Principal Approval

 Date