

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 PCHS

ORGANIZATION OR GROUP Girls Soccer

DATE(S) OF TRIP (Including Travel) August 18, 24

SPONSOR'S NAME Victoria Spencer

MALE CHAPERONES _____ FEMALE CHAPERONES 2

LOCATION(S): Soccer tournament

CITY/STATE: Murfreesboro, TN

Estimated # OF STUDENTS ELIGIBLE FOR TRIP	<u>20</u>
Male <input checked="" type="checkbox"/>	Female <u>20</u>
Estimated # OF STUDENTS PARTICIPATING	<u>20</u>
Male <input checked="" type="checkbox"/>	Female <u>20</u>
# OF SCHOOL DAYS INVOLVED	_____

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.

Empty rectangular box for additional information or notes.

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.2: Restrictions, parent notification, driver notification.)

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

Rental Vehicle – Type of vehicle _____, Rental Company _____

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COST OF TRIP

Estimated Total Cost of Trip

\$ 1,650.00 + 750.00

Meals/Lodging/Transportation

\$ 450

Name of Facility and City for Lodging

\$ 2,850.00

Additional Expenses (Specify) Tour. fee

****TOTAL COST**

How Expenses of Trip Are to Be Paid

\$ 2850.00

School or District Amount From Soccer Acct. 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.

\$ 2850

****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

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.

Signature: Trip Sponsor

Date


Signature: Principal Approval

3/20/24
Date