

FIELD TRIP REQUEST FORM

Name of School: Conner High School

Date of Field Trip: June 28th - July 2 Time: _____

Days of School Missed: 0 How much students are being charged: _____

Location of Field Trip: Orange County Convention Center

Grade Level and Number of Students Attending: 9th - 1 student

Number of Chaperones Attending: 1

What form of transportation will be used?* Be Specific. Airplane

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):

Student will travel to Orlando FL to compete in the FBLA national conference. She will travel with Boone County HS advisor, Kristen Marvick

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: [Signature]

Principal Signature: [Signature] Date Approved: _____

DISTRICT OFFICE USE ONLY

Approved by: _____ Date: _____

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