School Field Trip Packet - OvernightGreater than 100 miles with District Transportation

Organization: Marion County Public Schools Employee: DAVID HIBBARD

Assigned To: User - kim.hood

Show History

NOTE: Field trip packets that require Board approval will <u>only</u> be approved at the first regular board meeting each month.

School Professional Leave

03.125 AP.21

Remployee Name David Hibbard

★ School/Work site

Marion County High School

Date(s) of leave
July 12-14, 2024

★ Time of departure 08:00 am

Destination

University of Cincinnati

🏶 Purpose/Rationale for attending

Volleyball Team Camp

Number of students involved

19

Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.)

Number of days (Avg. \$100 a day)

Substitute code

Registration No

Registration cost

Registration code

₩ Mileage No

Number of miles

Number of days

★ Lodging
No.

Cost per night

Number of nights

Lodging rate

₩ Meals No

Estimated total meal cost

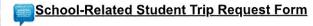
Meals/Mileage/Parking/Lodging Code

Grand total of expenses

*An overnight stay is required for reimbursement of any meals. Any meal exceeding \$5.00 must be substantiated by an itemized receipt. Maximum allowable food expenditure per day shall be \$40.00 in state and \$46.00 out of state. For lodging to be reimbursed, an original, itemized receipt is required. Registration fees, parking tolls, etc. may be reimbursed with original receipts. Credit card slips, registration forms, or check copies are not accepted as receipts. A Travel Voucher (03.125 AP.22) must be completed after the conference/workshop, etc., to receive reimbursement for actual expenses.

Notes

Reviewed/Revised: 01/12/2015



09.36 AP.21

₩ Faculty member(s) sponsoring trip

David Hibbard

* Type of trip (i.e. classroom, organization, club, Athletic athletic, band)

Destination name
University of Cincinnati

₩ Destination address

1 Bearcat Drive

Restination phone 5135560170

Lodging name

Lodging address 574 Tingle Lane

Lodging phone 8594815044

Date(s) of trip
July 12-14, 2024

Time of departure 08:00 am

Purpose/Educational value Volleyball Team Camp

Source of funding for trip
Volleyball

No student shall be denied the trip because of the inability to pay.

 # Bill trip expenses to (i.e. Sponsoring organization, school council, Board)

 * Number of students

Number of faculty sponsors 3

* Other chaperones 0

Total number of participants 22

Supervision (Attach list of names of students and chaperones)

24 Roster.xlsx Added 5/22/2024 8:09:00 AM view

Add a File

* Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?

Reviewed/Revised: 01/12/15



This authorization for the use of this vehicle is valid for the use of said vehicle as a "School Bus" and for no other purpose.

Buses needed

Yes

*If more than one bus is needed, please submit a 'School Bus Request' form for each additional bus.

Destination

University of Cincinnati

Date(s) of trip

July 12-14, 2024

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Volleyball

Purpose of trip

Volleyball Team Camp

Bus pick-up time

08:00 am

Rus return time

04:30 pm

Required When transporting items that cannot be held in Under storage will be required lap of students, under storage will be required to store these items.

Account to be charged

Volleyball

Blank Student List Template

🏶 Faculty supervision will be provided for this trip. At least one member of our faculty will ride in each bus. A copy of the list of pupils that are assigned to ride this particular school bus can be uploaded below. The driver will be given a copy and the school should also keep a copy of all riders on file.

24 Roster.xlsx Added 5/22/2024 8:10:00 AM view

Employee Signature

Signed: David Hibbard

Stamped: Wed May 22 2024 09:10:23 GMT-0400 (Eastern Daylight Time);5/22/2024 8:10:23 AM;2024-05-22 13:10:23Z;170.185.150.17; Employee - #339 - DAVID HIBBARD

Principal Signature

Signed: Robby Peterson

Stamped: Fri May 24 2024 10:48:32 GMT-0400 (Eastern Daylight Time); 5/24/2024 9:48:32 AM;2024-05-24 14:48:32Z;170.185.150.17; Employee - #371 - JOSEPH PETERSON

Direct this field trip packet to

Supervisor Signature

Not Signed

🕷 Field Trip Designee Signature

Not Signed

Date of Board approval

Superintendent Signature

Not Signed

This section is to be completed by the Transportation Director.

- * Bus number
- Driver
- Driver wage
- Transportation Director Signature/Date

This section is to be completed by the driver and filed in the Transportation Director's office upon completion of the above trip.

- Ending odometer reading
- Reginning odometer reading
- Total miles
- * Number transported
- Driver Signature/Date

Approve	Deny	
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School Field Trip Packet - OvernightGreater than 100 miles without District Transportation

Organization: Marion County Public Schools

Employee: CHRISTINA MCRAY

Assigned To: User - kim.hood

Show History

NOTE: Field trip packets that require Board approval will <u>only</u> be approved at the first regular board meeting each month.

School Professional Leave

03.125 AP.21

Employee Name

Dustin Benningfield

School/Work site

Marion County ATC

Date(s) of leave

June 24-28, 2024

Time of departure

07:00 am

Destination

Courtyard Atlanta Downtown

* Purpose/Rationale for attending

SkillsUSA National Leadership Conference (national competition for our state winners)

Number of students involved

2

Substitute needed (please remember to enter your absence in Aesop, even if a substitute is not required.)

Number of days (Avg. \$100 a day)

Substitute code

Registration

No

Registration cost

Registration code

Mileage

No

Number of miles

Number of days

Lodging

No

Cost per night

Number of nights

Lodging rate

Meals

No

Estimated total meal cost

Meals/Mileage/Parking/Lodging Code

Grand total of expenses

All billed to KyTech state agency

*An overnight stay is required for reimbursement of any meals. Any meal exceeding \$5.00 must be substantiated by an itemized receipt. Maximum allowable food expenditure per day shall be \$40.00 in state and \$46.00 out of state. For lodging to be reimbursed, an original, itemized receipt is required. Registration fees, parking tolls, etc. may be reimbursed with original receipts. Credit card slips, registration forms, or check copies are not accepted as receipts. A Travel Voucher (03.125 AP.22) must be completed after the conference/workshop, etc., to receive reimbursement for actual expenses.

Notes

Reviewed/Revised: 01/12/2015

School-Related Student Trip Request Form

09.36 AP.21

Faculty member(s) sponsoring trip

Dustin Benningfield

🏶 Type of trip (i.e. classroom, organization, club, 🛮 SkillsUSA club athletic, band)

Destination name

Courtyard Atlanta Downtown

Destination address

133 Carnegie Way NW, Atlanta, GA 30303

Destination phone

(404) 222-2416

Lodging name

Lodging address

Lodging phone

Date(s) of trip

June 24-28, 2024

Time of departure

07:00 am

Purpose/Educational value

National competition for SKillsUSA. Two students placed first at the state conference in April and qualified to compete at Nationals this summer.

Source of funding for trip

Marion County ATC SkillsUSA club account

No student shall be denied the trip because of the inability to pay.

*	Bill trip exp	penses	to (i.e. S	Sponsoring
org	ganization,	school	council,	Board)

Marion County ATC

Number of students

2

Number of faculty sponsors

1

Other chaperones

Total number of participants

3

Certified common carrier

State fleet vehicle

Private vehicle, if allowed by policy; specify

Dustin Benningfield

driver(s)

Supervision (Attach list of names of students and chaperones)

SkillsUSA nationals list.xlsx Added 5/28/2024 11:42:00 AM

view

Add a File

Have all chaperones undergone the required Yes records check and been designated by the

Reviewed/Revised: 01/12/15

Employee Signature

Signed: Christina McRay

principal/designee to supervise students?

Stamped: Tue May 28 2024 12:42:23 GMT-0400 (Eastern Daylight Time);5/28/2024 11:42:24 AM;2024-05-28 16:42:24Z;170.185.150.17; Employee - #23 - CHRISTINA

🏶 Principal Signature

Signed: Christina McRay

Stamped: Tue May 28 2024 13:25:08 GMT-0400 (Eastern Daylight Time);5/28/2024 12:25:09 PM; 2024-05-28 17:25:09Z; 170.185.150.17; Employee - #23 - CHRISTINA

Direct this field trip packet to

Supervisor Signature

Not Signed

Field Trip Designee Signature

Not Signed

- * Date of Board approval
- Superintendent Signature

Not Signed

Approve

Deny