

### 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 Gins Soccer

DATE(S) OF TRIP (Including Travel) Aug 16-18, 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 20

Male 0 Female 20

Estimated # OF STUDENTS PARTICIPATING 20

Male 0 Female 20

# 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 notes or comments.

**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) Tourism 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**

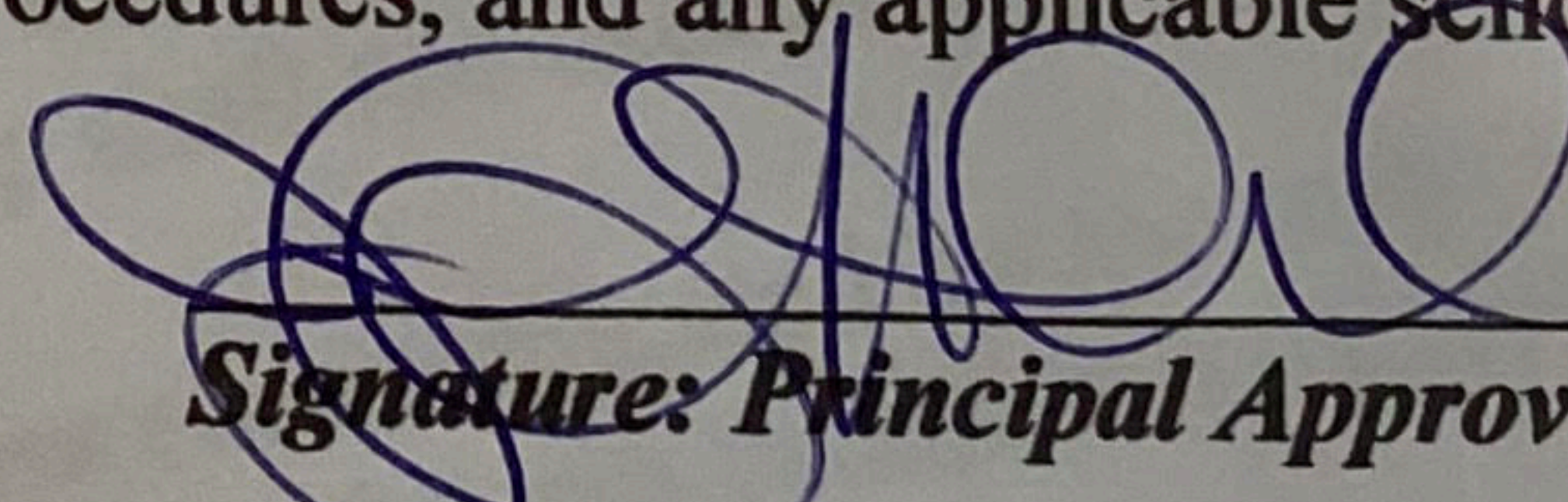
- All Chaperones are on the Approved Volunteer List & Approved by Principal  Yes  No
- List of Chaperones completed (Mark whether teacher, parent, etc.)  Yes  No
- Field Trip Policy & Procedures have been reviewed by all chaperones on trip  Yes  No

**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*