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

Organization: Marion County Public Schools

Employee: JAMIE BROWN

Assigned To: User - kim.hood

Show History

Remove Applicants or Employees

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



03.125 AP.21

Employee Name

Jamie Brown

School/Work site

Marion County High School

Date(s) of leave

November 21-23, 2024

Time of departure

10:45 am

Destination

Gaylord Opryland Resort and Conference Center, Nashville, TN

Purpose/Rationale for attending

National Officer official visit to another state and state officer candidate assisting

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)

1.5

Substitute code

MCHS Activity-Beta

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

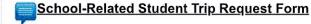
200

*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

The transportation should be Jamie Brown driving a school board vehicle with the two students from November 21-23, 2024.

Reviewed/Revised: 01/12/2015



09.36 AP.21

Faculty member(s) sponsoring trip

Jamie Brown

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

Destination name

Gaylord Opryland Resort

Destination address

2800 Opryland Dr, Nashville, TN

🟶 Destination phone

615-889-1000

Lodging name

Gaylord Opryland Resort

Lodging address

2800 Opryland Dr, Nashville, TN

Lodging phone

615-889-1000

Date(s) of trip

November 21-23, 2024

Time of departure

10:45 am

Purpose/Educational value

National Officer official visit to another state and state officer candidate assisting

Source of funding for trip

Club

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

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

MCHS Beta Club

Number of students

2

Number of faculty sponsors

1

Other chaperones

0

🕷 Total number of participants

Supervision (Attach list of names of students and chaperones)

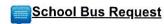
MCHS Beta TN State Convention Participant List.pdf Added 10/13/2024 6:11:00 PM

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

1 (school board vehicle)

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

Destination

Nashville, TN

Date(s) of trip

November 21-23, 2024

* Group requesting bus

MCHS Beta

Purpose of trip

TN State Convention

₩ Bus pick-up time

10:45 am

Bus return time

04:00 pm

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

* Account to be charged

MCHS Beta

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.

MCHS Beta TN State Convention bus list-November 21-23 2024.xlsx - School Car.pdf Added 10/13/2024 6:14:00 PM

view

Employee Signature

Signed: Jamie Brown

Stamped:Sun Oct 13 2024 19:13:38 GMT-0400 (Eastern Daylight Time);10/13/2024 6:13:38 PM;2024-10-13 23:13:38Z;74.132.57.193;Employee - #321 - JAMIE BROWN

By typing in your name (your "eSignature"), you accept and consent to be legally bound by this document's statements, terms and conditions as if this document was signed by you in writing with pen on paper. You agree that no third party or other means of verification is necessary to validate your eSignature and that the lack of such third party or other means of verification will not in any way affect the enforceability of this document.

Rrincipal Signature

Signed: Robby Peterson

Stamped:Mon Oct 14 2024 10:05:07 GMT-0400 (Eastern Daylight Time);10/14/2024 9:05:07 AM;2024-10-14 14:05:07Z;170.185.150.186;Employee - #371 - JOSEPH PETERSON

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- Direct this field trip packet to
- Supervisor Signature

Not Signed

Read-Only

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* Field Trip Designee Signature

Not Signed

Read-Only

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- ₩ Date of Board approval
- 🯶 Superintendent Signature

Not Signed

Read-Only

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This section is to be completed by the Transportation Director.

- Rus 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
- Beginning odometer reading
- Total miles
- Number transported
- Driver Signature/Date

Approve

Deny