

School-Related Student Day Trip and Overnight Trip Request Forms

THIS FORM MUST BE SUBMITTED TO THE PRINCIPAL TWO (2) WEEKS PRIOR TO THE TRIP. IF BOARD APPROVAL IS REQUIRED, THE BOARD MUST RECEIVE THE FORM AT LEAST TWO (2) TWO WEEKS IN ADVANCE OF TRIP.

INFORMATION

1. Sponsor's Name Marlena Starks Club or Dept FCCA
 2. Name of all chaperones Marlena Starks, Lindsey Oakley
 3. Where will the group be going? Orlando, Florida
 4. Purpose of the trip National Competition/Leadership Conference
**If the trip is a State Competition Trip, meals will be reimbursed at a daily rate of \$40.00, and must be accompanied by receipts.*
 5. When is it to be held? Date July 4-10, 2025 Departure Time TBD
Estimated Travel Time 4 hrs. (2 hr. car) (2 hr. air)
 6. City Orlando State Fl. Estimated Distance (Round trip) 1,618 miles
 7. Place of overnight lodging (name, address & phone #) _____
 8. Identify students by name (use attached sheet, if necessary) Morgan Vaughn, Audrey Billings, Maryann Davis
 9. Cost to students \$500 Cost to school organization LAVC \$10,000 (Cost to Board \$400 - Food/Advisors & FCCA)
 10. Describe the relevance of the trip: educational, cultural, etc./educational activities Leadership, teamwork, competition
 11. Other activities planned Disney World, the beach
 12. How will this trip benefit your students? Leadership, teamwork, competition
 13. Type of transportation used parental transport to airline/airline
 14. Have trip permission slips been signed and are they in the possession of trip sponsor or leader?
☐ Yes ☒ No If NO, indicate why: waiting on board approval
- Sponsor's Signature [Signature] Date 5/12/25 Principal's Signature [Signature] Date 5/19/25

Trip has been ___ approved ___ disapproved. If disapproved, explain below:

Signature of Superintendent/Designee

Date

Board Approval Date