

Field Trip Bus Request Form

OVERNIGHT

EXTENDED DAY
(Same day but extends beyond the school day)

DAY TRIP ONLY

School Oldham County Middle School

Employee(s) in Charge: Stephanie Warren Group: Cheer

Destination: Great Wolf Lodge- Mason, Ohio

Date(s) of Trip: 6/14-17/26 Time of Departure: 8am Time of Return: 4:30 pm

Approximate Mileage (one way): 90

Approximate Number of Students: 36

Number of Chaperones/Adults: 4

TOTAL TRANSPORTED: 40

{44 Person Maximum for HS/HS}{60 Person Maximum for ELEM}
**These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)*

Method of Transportation (if not by school bus): Parent Carpool Transport

Common Carriers must be Board approved and should have the accompanying 09.36 AP.2 with this form
**All tolls are the responsibility of the school or group requesting the trip*

Trip Required or Optional: _____

If optional, indicate student charges:

Transportation (mileage, driver)	\$	<u>\$475 per person</u>
Admissions	\$	_____
Other	\$	_____
Total Charges	\$	<u>19000.00</u>

Number of Instructional Days Lost: 0

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated? _____

Athletes travel to camp to learn proper safety while performing stunts and cheers for the season.

Requested by: Stephanie Warren  Date: 2/6/26

APPROVAL/DISAPPROVAL

Approved/Disapproved: 2 M, Principal Date: 2/6/26

Approved/Disapproved: _____, Level Director Date: _____

Approved/Disapproved: Claudette Z. Herald, Superintendent Date: MAY 12 2026

**Field trips in excess of a 60-mile radius of the Board office require the approval of the Superintendent.*
**ALL Overnight Field Trips and trips using Common Carriers must be approved by the Board and Superintendent.*
*Upon approval, the school will receive an approved form from the Superintendent. **

RELATED PROCEDURES:
09.36 (all procedures)

Review/Revised:5/20/2024

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE PROCEDURE

FIELD TRIP BUS REQUEST FORM

OVERNIGHT

EXTENDED DAY

DAY TRIP ONLY

(Same day but extends beyond the school day)

School: South Oldham Middle School

Employee(s) In Charge: Matt Lewis & Micheal Laswell Group: Atlas Club

Destination: Washington DC

Date(s) of Trip: 04/22 - 4/24, 2027 Time of Departure: 6AM Time of Return: 10PM

Approximate Mileage (one way): 400 *

Approximate Number of Students: 75

Number of Chaperones/Adults: 20

TOTAL TRANSPORTED: 95 *

Number of Buses: 0

*(44 Person Maximum for MS/HS) (60 Person Maximum for ELEM)

*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus): School Tours of America

Common Carriers must be Board approved and should have the 8005.02F accompanying this form

*All tolls are the responsibility of the school or group requesting the trip.

Trip Required or Optional: Optional

If optional, indicate student charges:

Transportation (mileage, driver)	\$ 1410	<u>11460 after July</u>
Admissions	\$	
Other	\$	

Total Charges \$ 1410 11460 after July

Number of Instructional Days Lost: 2

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?

The Atlas Club trip provides students with real-world learning experiences that reinforce social studies content through historical, cultural, and civic exploration. Students will develop leadership, collaboration, and a deeper understanding of history, geography, and government through hands-on experiences. The trip will be evaluated through student participation, reflection, and discussion activities.

Requested by: Micheal Laswell and Matt Lewis Date: 05/11/2026

APPROVAL/DISAPPROVAL

Approved/Disapproved: Kinda Watak, Principal Date: 5-11-26

Approved/Disapproved: Jim, Level Director Date: 5-11-26

Approved/Disapproved: _____, Superintendent Date: _____

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Upon approval, the school will receive an approved form from the Superintendent. *

RELATED PROCEDURES:

09.36 (all procedures)



School-Related Student Trip Request Form

OVERNIGHT

EXTENDED DAY

(Same day but extends beyond the school day)

DAY TRIP ONLY

School Oldham County High School

Employee(s) in Charge: Kirk Thomas Group: Cross Country

Destination: Sandusky and Canton, Ohio

Date(s) of Trip: Sept-25 Time of Departure: 5:00 AM Time of Return: Sept-27-3:00 PM

Approximate Mileage (one way): 300

Approximate Number of Students: 80

Number of Chaperones/Adults: 6

TOTAL TRANSPORTED: 86

*{44 Person Maximum for HS/HS}{60 Person Maximum for ELEM}

*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus): Coach Bus

Common Carriers must be Board approved and should have the accompanying 09.36 AP.2 with this form

*All tolls are the responsibility of the school or group requesting the trip

Trip Required or Optional: Optional

If optional, indicate student charges:

Transportation (mileage, driver)	\$	<u>10,000</u>	<u>buses</u>
Admissions	\$	<u>5,400</u>	<u>amusement park</u>
Other	\$	<u>7,200</u>	<u>hotel</u>

Total Charges \$ _____

Number of Instructional Days Lost: 1

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated? This meet will give runners a chance to run against regional competition that will expose them to college coaches. It will also be a powerful team bonding experience and a reward for

Requested by: Kirk Thomas Date: _____

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 4/30/26

Approved/Disapproved: [Signature], Level Director Date: 5/5/26

Approved/Disapproved: _____, Superintendent Date: _____

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Upon approval, the school will receive an approved form from the Superintendent. *

OLDHAM COUNTY BOARD OF EDUCATION
ADMINISTRATIVE PROCEDURE

FIELD TRIP BUS REQUEST FORM

OVERNIGHT

EXTENDED DAY

DAY TRIP ONLY

(Same day but extends beyond the school day)

School: North Oldham HS

Employee(s) In Charge: Kalli Dickson, Head Coach Group: Cheer

Destination: University of Kentucky, Lexington, KY

Date(s) of Trip: 6/27 - 7/29/2026 Time of Departure: TBD Time of Return: TBD

Approximate Mileage (one way): 80 *

Approximate Number of Students: 22

Number of Chaperones/Adults: 2

TOTAL TRANSPORTED: 24 *

Number of Buses: 1

*{44 Person Maximum for MS/HS} {60 Person Maximum for ELEM}

*These numbers include both students and all adults (bus driver, teachers, coaches, chaperones, etc.)

Method of Transportation (if not by school bus): _____

Common Carriers must be Board approved and should have the 8005.02F accompanying this form

*All tolls are the responsibility of the school or group requesting the trip.

Trip Required or Optional: Optional

If optional, indicate student charges:

Transportation (mileage, driver)	\$	_____
Admissions	\$	_____
Other	\$	_____
Total Charges	\$	0

Number of Instructional Days Lost: 0

Justification: Why is the trip necessary? What is to be learned? How will the experience be used and evaluated?
Cheer Camp at UK

Requested by: Matt Walker, NOHS A.D. Date: 04/20/2026

APPROVAL/DISAPPROVAL

Approved/Disapproved: [Signature], Principal Date: 4/20/26
 Approved/Disapproved: [Signature], Level Director Date: 4/23/26
 Approved/Disapproved: _____, Superintendent Date: _____

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RELATED PROCEDURES:
09.36 (all procedures)

