PO # *required*: Click or tap here to enter text.

SCHOOL: Choose an item. FACULTY MEMBER SPONSORING TRIP: Click or tap here to enter text.

Classroom Field Trip  Class Trip (whole grade), specify Click or tap here to enter text.

Organization/ Club: Click or tap here to enter text.  Other (athletic, band, etc.) Click or tap here to enter text.

DESTINATION: Click or tap here to enter text. ADDRESS: Click or tap here to enter text.

Out of State  Out of County  within County  Overnight: Click or tap here to enter text.

**DATE(S) OF TRIP:** Click or tap here to enter text.

**DEPARTURE TIME:** Click or tap here to enter text. **RETURN TIME:** Click or tap here to enter text.

PURPOSE/ EDUCATION VALUE: Click or tap here to enter text.

SOURCE OF FUNDING FOR TRIP: Click or tap here to enter text.

**NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF INABILITY TO PAY.**

*BILL TRIP EXPENSES TO:*

SPONSORING ORGANIZATION  SCHOOL COUNCIL  BOARD  OTHER: Click or tap here to enter text.

NUMBER OF STUDENTS: Click or tap here to enter text. FACULTY SPONSORS: Click or tap here to enter text.

OTHER CHAPERONES: Click or tap here to enter text. TOTAL PARTICIPATES: Click or tap here to enter text.

*MODE OF TRANSPORTATION:*

IS DISTRICT TRANSPORTATION NEEDED? NO YES, SEE PROCEDURE 09.36 AP.212  BUS  VAN

CERTIFIED COMMON CARRIER; SPECIFY Click or tap here to enter text.

PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) Click or tap here to enter text.

*SUPERVISION: (Attach a list of names of adults accompanying students on trip).*

Have all chaperones undergone the required AOC check and been designated by the principal/designee to supervise students?  YES  NO

Click or tap here to enter text. Click or tap to enter a date.

Name of Faculty Sponsor Date

Trip has been: approved disapproved. Reason:Click or tap here to enter text.

Click or tap here to enter text. Click or tap to enter a date. Signature of Superintendent/Designee Date

For overnight and/or out-of-state trips, approval of the superintendent and/or Board may be required by policy 09.36.

*FIELD TRIP CHARGES:* **Bus Limit: 2 persons per seat**

$0.60 per mile

Regular hourly rate for driver; plus overtime

If driver’s hours exceed 40 per week.

Overnight lodging: Single room.

Drive time starts 15 minutes before departure and

15 minutes after arrival.

Meals provided by sponsor:  YES  NO

Send copy to lunchroom:  YES  NO

Admission to event provided:  YES  NO

Number of Buses Requested: Click or tap here to enter text.