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.