

**STUDENT FIELD TRIPS AND EXCURSIONS**  
*(School-Related Student Trip Request Form)*

*This form is to be submitted at least two weeks prior to trip.*

School: Herndon Career Center

Faculty Member(s) Sponsoring: Mike Chrostowski

**Type of Trip (check one)**

Classroom Field/Trip

Class (i.e., Junior, Senior Trip) specify: \_\_\_\_\_

Organization/club Trip, specify: ProStart Culinary Team

Other (Athletic, Band, If Applicable): \_\_\_\_\_

Out of State  In Town  Out of Town  Overnight

If Overnight Give Name, Address and Phone of Lodging: Marriott Baltimore Waterfront  
700 Allicanna St; Baltimore, MD 410.385.3000

**Destination**

Destination: Baltimore Marriott Waterfront

Address: 700 Allicanna St; Baltimore, MD Phone: 410.385.3000

Date(s) of Trip: 4/23 - 4/29 Departure Time: 6:50a Return Time: 3:55pm

Purpose/Educational Value: ProStart National Invitational

**Funding/Billing**

*(No student shall be denied the trip because of an inability to pay.)*

Source of Funding for Trip: Fundraise/Perkins

Bill trip expenses to:  Sponsoring organization  School district  
 Board  Other: \_\_\_\_\_

**Mode of Transportation**

Is district transportation needed?  Yes  No *(If yes, attach completed form EEA-AF1)*

Certificated common carrier (please see procedure EEA-AP for further information):  
specify \_\_\_\_\_ and attach completed form EEA-AF1.

Private vehicle, if allowed by policy: specify driver(s): \_\_\_\_\_  
\_\_\_\_\_ and attach completed form EEA-AF2.

**Individuals Attending**

Number of students: 5 Faculty sponsors: 2

Other chaperones: \_\_\_\_\_ Total # of participants: 7

FILE: IICA-AF2

Basic

Supervision (list names of adults accompanying students on trip) Mike Chrostowski  
Kelli Annin

[Signature] \_\_\_\_\_  
Signature of Faculty Sponsor Date 3-4-24

**For Office Use Only**

Trip Has Been:  Approved  Denied

If denied, reason: \_\_\_\_\_

[Signature] \_\_\_\_\_  
Signature of Principal/Designee Date 3/4/24

[Signature] \_\_\_\_\_  
Signature of Superintendent/Designee Date 3/4/24

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

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**Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.**

Implemented:

Revised:

Raytown C-2 School District, Raytown, Missouri