

Approved
3/6/19
FILE: IICA-AF2
Basic

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: RAYTOWN SOUTH HS

Faculty Member(s) Sponsoring: VENNIS WEBSTER

Type of Trip (check one)

Classroom Field/Trip

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

Organization/club Trip, specify: FBLA STATE LEADERSHIP CONF.

Other (Athletic, Band, If Applicable): _____

Out of State In Town Out of Town Overnight

If Overnight Give Name, Address and Phone of Lodging: _____

Destination

Destination: SPRINGFIELD, MO - UNIVERSITY PLAZA HOTEL CONVEN.

Address: 333 S JOHN Q HAMMONS PKWY Phone: 417-864-7333

Date(s) of Trip: April 14-16, 2019 Departure Time: 11 AM Return Time: 2 PM

Purpose/Educational Value: FBLA STATE LEADERSHIP CONFERENCE

Funding/Billing

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

Source of Funding for Trip: _____

Bill trip expenses to: Sponsoring organization School district

Board Other: _____

Mode of Transportation Herndon Van reserved

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: 4

Faculty sponsors: 1

Other chaperones: _____

Total # of participants: 5

FILE: IICA-AF2
Basic

Supervision (list names of adults accompanying students on trip) VENUS WEBSTER

Venus Webster 2/14/19
Signature of Faculty Sponsor Date

For Office Use Only

Trip Has Been: Approved Denied

If denied, reason: _____

[Signature] 3/2/19
Signature of Principal/Designee Date

[Signature] 3/2/19
Signature of Superintendent/Designee Date

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

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

BUS REQUEST

DEPT/ACTIVITY: FBLA SLC between

DEPART DATE: 4-14-2019

TIME: 10:30 - 11 A.M.

RETURN DATE: 4-16-2019

TIME: 5 p.m. ish

DESTINATION: Springfield, MO

ADDRESS: UNIVERSITY PLAZA CONVENTION

333 S JOHN Q
HAMMONS PKWY,
Springfield, MO

LOADING AREA FROM SHS: _____

CONTACT: VENUS WEBSTER

CELL PHONE: (816) 668-4234

OF STUDENTS 4 # OF ADULTS 1 # OF BUSES _____

NOTES: ✗ We will not need a bus. We will
drive the van from Hern don. (already reserved
by RITS)

BUS REQUEST

DEPT/ACTIVITY: _____

DEPART DATE: _____

TIME: _____

RETURN DATE: _____

TIME: _____

DESTINATION: _____

ADDRESS: _____

LOADING AREA FROM SHS: _____

CONTACT: _____

CELL PHONE: () _____

OF STUDENTS _____ # OF ADULTS _____ # OF BUSES _____

NOTES:

BUS REQUEST

DEPT/ACTIVITY: _____

DEPART DATE: _____

TIME: _____

RETURN DATE: _____

TIME: _____

DESTINATION: _____

ADDRESS: _____

LOADING AREA FROM SHS: _____

CONTACT: _____

CELL PHONE: () _____

OF STUDENTS _____ # OF ADULTS _____ # OF BUSES _____

NOTES:

Memorandum

TO: Dr. Overfelt
FROM: Venus Webster, FBLA Advisor
SUBJ: District Leadership Conference for FBLA Students
Date: March 5, 2019

4 students from our RSH FBLA Chapter have the opportunity to attend the annual State Leadership Conference in Springfield, MO. The date is April 14-16, 2019. The **non-refundable** registration fee for the conference is \$65.00. Students are expected to bring extra money/change for snacks, sodas, or bottled water.

The following is the expected expenses for 4 students. I am requesting for the school to assist with the cost.

April 14, Sunday:

Dinner: \$80.00

April 15, Monday:

Lunch: \$60.00

Dinner: \$20.00 (3 seniors will attend the Senior Banquet)

April 16, Tuesday:

Lunch: \$60.00

Hotel: 2 days: \$200.00

Total Cost: \$420.00

Transportation and gas: We will be driving the van from Herndon.

Registration: Students are responsible for the \$65 non-refundable registration.

Staff expenses: Food, Hotel, and sub for 2 days will be paid by the Perkins Grant