

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 Middle School
Faculty Member(s) Sponsoring: Booth & Hightower

Type of Trip (check one)

- Classroom Field/Trip
 Class (i.e., Junior, Senior Trip) specify: _____
 Organization/club Trip, specify: _____
 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: University of Kansas in Lawrence
Address: 1345 Jayhawk Blvd Phone: 785-864-4450
Date(s) of Trip: 4/5/18 Departure Time: 8:45 Return Time: 2:00
Purpose/Educational Value: Fossils, DNA, Geological time

Funding/Billing

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

Source of Funding for Trip: PTSA → Lunch Concessions → Museum
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: 53 Faculty sponsors: 2
Other chaperones: 5 Total # of participants: 60

WT
2/20/18

FILE: IICA-AF2
Basic

Supervision (list names of adults accompanying students on trip) Nancy Booth, Sasha Nightowar, Jodie Schmitt

Nancy Booth Signature of Faculty Sponsor 2-15-18 Date

For Office Use Only

Trip Has Been: Approved Denied

If denied, reason: _____

[Signature] Signature of Principal/Designee 2/15/18 Date

[Signature] Signature of Superintendent/Designee 2/27/18 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