

**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: Shannahan & Karidon

**Type of Trip (check one)**

- Classroom Field/Trip
- Class (i.e., Junior, Senior Trip) specify: \_\_\_\_\_
- Organization/club Trip, specify: NHS State Leadership Conference
- Other (Athletic, Band, If Applicable): \_\_\_\_\_
- Out of State    In Town    Out of Town    Overnight

If Overnight Give Name, Address and Phone of Lodging: Tan Tara Resort  
494 Tantara Drive Osage Beach MO 65065 573-348-3131

**Destination**

Destination: Tan-Tar-A Conference Center  
Address: 494 Tan Tara Drive Osage Beach MO Phone: 573-348-3131  
Date(s) of Trip: March 5-6, 2019 Departure Time: 3/5 7:00 AM Return Time: 3/6 5:00 PM  
Purpose/Educational Value: NHS Leadership Conference

**Funding/Billing**

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

Source of Funding for Trip: NHS Account  
Bill trip expenses to:  Sponsoring organization    School district  
 Board    Other: NHS

**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.

Already have district vans reserved 3-4-3-6

**Individuals Attending**

Number of students: 8   Faculty sponsors: 2  
Other chaperones: \_\_\_\_\_   Total # of participants: 10

**FILE: ICA-AF2**  
**Basic**

Supervision (list names of adults accompanying students on trip) \_\_\_\_\_

Vivian Raridon  
Scott Shamahan

\_\_\_\_\_  
Signature of Faculty Sponsor

2/14/19  
Date

**For Office Use Only**

Trip Has Been:  Approved  Denied

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

\_\_\_\_\_  
Signature of Principal/Designee

2/19/19  
Date

\_\_\_\_\_  
Signature of Superintendent/Designee

2/21/19  
Date

**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