

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 High School & Raytown South High School

Faculty Member(s) Sponsoring: Ashley Arbeau and Brandon Ford

Type of Trip (check one)

Classroom Field/Trip

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

Organization/club Trip, specify: Orchestra

Other (Athletic, Band, If Applicable): _____

Out of State In Town Out of Town Overnight

If Overnight Give Name, Address and Phone of Lodging: Chicago, information on travel agent form.

Destination

Destination: Chicago

Address: _____

Phone: _____

Date(s) of Trip: April 9-12 2026

Departure Time: TBD

Return Time: TBD

Purpose/Educational Value: Orchestra Performance/ Violin shop tour

Funding/Billing

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

Source of Funding for Trip: Students

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: 30-50

Faculty sponsors: 2

Other chaperones: _____

Total # of participants: 32-52

Supervision (list names of adults accompanying students on trip) Ashley Arbeau and Brandon Ford



Signature of Faculty Sponsor

3/20/24
Date

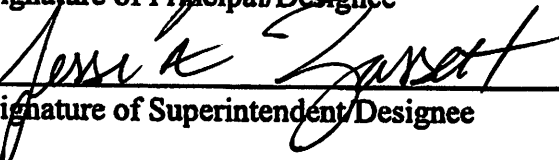
For Office Use Only

Trip Has Been: Approved Denied

If denied, reason: _____


Signature of Principal/Designee

3/21/24
Date


Signature of Superintendent/Designee

4/1/2024
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