

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
Faculty Member(s) Sponsoring: Josh Rebert & Veronica Shackelford

Type of Trip (check one)

- Classroom Field/Trip
 - Class (i.e., Junior, Senior Trip) specify: _____
 - Organization/club Trip, specify: MASC State Convention
 - 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: ~~Kirkwood, MO~~ St. Louis, MO Holiday Inn South County Center
 Address: 6921 S Linbergh Blvd Phone: (314) 892-3400
 Date(s) of Trip: 3/7/19 - 3/9/19 Departure Time: 8:00am Return Time: 4pm
 Purpose/Educational Value: Leadership Training

THURS
Fri
SAT

Funding/Billing

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

Source of Funding for Trip: Student Council

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: 6 Faculty sponsors: 2
 Other chaperones: _____ Total # of participants: 8



FILE: IICA-AF2
Basic

Supervision (list names of adults accompanying students on trip) Josh Reichert
Veronica Shackelford

[Signature] B [Signature] 1/10/18
Signature of Faculty Sponsor Date

For Office Use Only

Trip Has Been: Approved Denied

If denied, reason: _____

[Signature] 1-28-19
Signature of Principal/Designee Date

[Signature] 1-30-19
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

