

NICHOLAS COUNTY HIGH SCHOOL
103 School Drive Carlisle, KY 40311

EXTENDED FIELD TRIP REQUEST FORM

(In Excess of 60 Miles, or Overnight, or Out-of-State or use of Commercial Carrier)

This form must be completed, approved by council and be placed on the agenda of the Nicholas County Board of Education prior to the planned trip date. Safety and liability issues, as well as the availability of substitute teachers (where applicable) are all areas of Board responsibility. The Sponsor shall attain written permission from all parents for students to participate (Board Policy 9.36)

ALL ITEMS MUST BE COMPLETED FOR TRIP TO BE CONSIDERED.

NAME OF SCHOOL: NCHS # OF STUDENTS ELIGIBLE FOR THE TRIP _____

ORGANIZATION OR GROUP _____ # OF STUDENTS PARTICIPATING _____

OF STUDENTS EXCLUDED _____ (reason for exclusion) Discipline Financial
 Academic Other _____ (Please indicate other reason on a separate sheet.)

DATE(S) OF TRIP (Including Travel) _____ # OF SCHOOL DAYS INVOLVED _____

SUBSTITUTE REQUIRED: Yes No # OF SUBSTITUTES REQUIRED _____

SPONSOR'S NAME _____ # OF ADDITIONAL CHAPERONES _____

CHAPERONES THAT ARE NON-TEACHING STAFF _____

PLACE(S) AND CITY TO BE VISITED _____

PURPOSE OF TRIP/RELATIONSHIP TO STUDENT ACHIEVEMENT _____

PLEASE CHECK TO INDICATE THAT THE FOLLOWING HAVE BEEN ATTACHED OR COMPLETED:

- LIST OF STUDENTS PARTICIPATING & CONTACT INFORMATION
- LIST OF CHAPERONES (Indicate whether teacher, parent, etc.)
- Volunteer background checks completed and confirmed
- COMPLETE ITINERARY OF TRIP WITH YOUR EDUCATIONAL PLAN
- Bus Request Form (if NC school bus is used)
- SUBSTITUTE REQUEST (if school days are used)
- COST OF TRIP
- Date Approved by SBDM Council** (attach minutes, policy, or indicate date approved): _____

TRANSPORTATION PROVISIONS:

- Nicholas County Public School bus (Complete the remainder of this section only if transportation is to be provided by private carrier.) [Bus request form must also be attached.]
- Commercial Travel; Insurance policy, maintenance & driver records filed with NC Director of Transportation
Why is a Commercial Carrier being used in lieu of a Nicholas County School Bus? _____
- Private Travel . If private travel has been checked, please complete the following:
Why is private transportation being used in lieu of a Nicholas County School Bus? _____

Name of Drivers:

Name of Insurance Companies & Policy Numbers:

Limits of Liability:

Additional Drivers are:

If additional drivers are involved, attach to this form the same information for each.

COST OF TRIP

Estimated Total Cost of Trip

\$ _____ Meals

\$ _____ Lodging - _____
Name of Facility, Complete Address Phone

\$ _____ Transportation

\$ _____ Additional Expenses (Specify) _____

\$ _____ **TOTAL COST

How Expenses of Trip Are to Be Paid

\$ _____ School Share

\$ _____ Association or Parent Group (Specify) _____

\$ _____ Student's Share (Individual Amount \$ _____)
Provisions must be made for students who are unable to pay their share for any trip made during the instructional day.

\$ _____ Additional Payment. (Specify) _____

\$ _____ **TOTAL PAYMENT

**Estimated cost and total payments must be the same total.

THIS FORM MUST BE ACCOMPANIED BY THE SUBSTITUTE REQUEST FORM.

ADDITIONAL PERTINENT INFORMATION (OPTIONAL):

*Other (from Page 1)

I accept the responsibility of seeing that the above event is represented accurately and shall be carried out in accordance with Board Policies, Administrative Procedures, and any applicable school council policies.

Signature: Trip Sponsor

Date

Signature: Principal

Approval Date