

OVERNIGHT FIELD TRIP REQUEST FORM

This form must be completed AND approved at both the Education Committee Meeting AND the Regular School Board Meeting PRIOR TO the date of the trip. Contact the Assistant Superintendent's Office to verify meeting dates.

INSTRUCTIONS:

1. Originator - Complete by typing directly on form. Print form. Forward to Building Principal for approval.
2. Building Principal - Approve and forward to the Assistant Superintendent's Office for approval and inclusion on the Education Committee and School Board Meeting agendas.
3. Once Request has been approved at the School Board Meeting, a copy will be returned to the Originator.

Requested by: Scott Kolar
Group: JROTC School: Senior High
Destination: Washington DC, Bolling AFB, Penatgon
Purpose: Curriculum in Action Trip
Adult Supervisors/Sponsors: Scott Kolar, Terry Speer, Tim Conley
Person(s) Responsible for Activity: Scott Kolar

Departure Date: 4/24/2014 Time: 4:30 PM
Return Date: 4/26/2014 Time: 5:30 PM

Number of Students Participating: 100
Number of Students NOT Participating: 100
Number of Days Absent from School: 1
Have any of the participating students been on other approved trips throughout the year?

N/A

Cost of Trip (Per Person): \$150
Student's Actual Cost: \$75
How will money be raised to pay for the trip:
Air Force, Booster Club

Please give a full explanation of the type of insurance coverage the student will have while participating in this activity. If there is no provision for insurance, all students participating must have their parent/guardian sign an insurance waiver form.
Self Insured

Method of Travel & Name of Commercial Agency:
Budget Charters, Inc

Housing (Reservation, Address, Dates):
Bolling AFB, Lodging

R. Kolar 3/6/14 Date approved by Education Committee: _____
Principal's Signature Date Date approved by School Board: _____