

ROWAN COUNTY FIELD TRIP REQUEST FORM

_____ Date Submitted

Field trip requests should be turned in to SUPERINTENDENT no later than ONE WEEK PRIOR to the date for which the trip is scheduled. Prior approval of the superintendent is required for all out-of-state field trips. Schools will be responsible for paying for the drivers, the district will cover the mileage.

NAME OF GROUP _____

SCHOOL _____ Supervisor _____

Destination _____

Location _____

Drivers are authorized to stop only at locations listed

Purpose of trip _____

Departure Date _____ Time _____ All buses must be back NO
Return Date _____ Time _____ Later than 2:30 p.m. for day
trips.

No. of Students Participating _____ Total Distance _____

Teachers _____ Will you need a bus? _____
Will you need a driver? _____

Chaperones _____

If you do not need a driver, who will be driving? _____

Funding Source

PD Funds _____
Athletic Funds _____
School Level Funds _____
Other (List) _____

Request made by _____
(Teacher)

Recommended by _____
(Principal/Date)

Approved by _____
(Superintendent/Date)

Reference: 702 KAR 5:080, KRS 161.185, 702 KAR 5:060. Date Revised July, 1995

Send completed form to Superintendent's Office
Approved copy will be returned to school

Scheduling trip is contingent upon bus availability

1 copy to the school-1 copy to the bus garage-1 copy to the bus driver-1 copy to superintendent's office