

**ORANGE COUNTY  
BOARD OF EDUCATION**

**AGENDA ITEM ABSTRACT**

**Meeting Date:** June 10, 2013

**AGENDA  
ITEM No.** 13-06-07

**ACTION: (Y/N)** Y

**SUBJECT:** School Trip Requests

**INFO. CONTACT:** Dr. Denise Morton **PHONE:** 919-732-8126

- ATTACHMENTS:**
1. Cedar Ridge High School Skills USA
  2. Cedar Ridge High School Dream Team
  3. Orange High and C.W. Stanford Middle School Wrestling Team
  4. Orange High and C.W. Stanford Middle School Wrestling Team
  5. Orange High and C.W. Stanford Middle School Wrestling Team
  6. Orange High School Future Farmers of America (FFA)

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**PURPOSE:** To request Board approval of overnight school trip(s).

- BACKGROUND:**
1. Two students from Cedar Ridge High School will be participating in the Skills USA National Conference and competitions on June 23-28, 2013 in Kansas City, Missouri. The students will be competing in the areas of cabinetmaking, teamwork, photography, job interviewing and leadership skills.
  2. Four students from Cedar Ridge High School will be participating in the Dream Team/Student Athletic Summer Institute (SASI) Camp at Elon University in Burlington, NC. The camp will be from June 19-22, 2013. Students will be transported by their parents to and from the camp.
  3. Students from Orange High School and C.W. Stanford Middle School will be traveling to Shorter College in Rome, Georgia to participate in the FCA wrestling camp. Twenty students will be participating in the camp from June 12-15, 2013.
  4. Students from Orange High School and C.W. Stanford Middle School will be traveling to Appalachian State University in Boone, NC to participate in the Summer Wrestling Camp. Twenty students will be participating in the camp from July 15-18, 2013.
  5. Students from Orange High School and C.W. Stanford Middle School will be traveling to Kutztown University, Kutztown, Pennsylvania to participate in the Fellowship of Christian Athletes (FCA) wrestling camp. Twenty students will be participating in the camp from June 21-25, 2013.
  6. The Future Farmers of America (FFA) of Orange High School will be participating in the North Carolina FFA Camp at White Lake, North Carolina on July 29-August 2, 2013. Twelve students, who are members of the Orange High School FFA will be participating in leadership development workshops.

**FINANCIAL IMPACT:** None

**RECOMMENDATION:** The Superintendent recommends the Board of Education approve the overnight school trip requests.

# ORANGE COUNTY SCHOOLS School Trip Approval Request Form

F-100  
P-002/008  
T-140

all school trip requests must be submitted to the principal for approval at least 15 calendar days before the day of the proposed trip. Overnight School trip requests must be submitted to the principal 15 days prior to trip and forwarded to the Chief Academic Officer 10 calendar days prior to the next scheduled Board of Education meeting.

### SECTION A: General Information

School Trip Dates:  to

School/Department/Grade Level:  Number of Students (Attach List)

School Trip Sponsor:  Number of Staff Chaperones (Attach List)

Phone & Extension:  Number of Non-Staff Chaperones (Attach List)

Purpose of Trip:  Number of Other Persons (Attach List)

Destination (Name & City):  Total Number Transported:

### SECTION B: Type of Trip (check all that apply)

- Regular School Day - Principal Approval Required
- Athletic Event (Day) - Principal Approval Required
- Overnight Trip - Chief Academic Officer and School Board Approval Required (Both in and out of state)
- Out of State Trip - Chief Academic Officer Approval Required
- International Trip - Chief Academic Officer and School Board Approval Required

### SECTION C: Mode of Transportation

- Walking
- Activity Bus
- Privately Owned Vehicle (list drivers on page 2)
- Airplane
- Charter Bus\*

Name of Charter Company or Airline:

\*The company must be on the approved list provided by the OCS Transportation Department. The school is responsible for contacting transportation in order to have the charter vehicle inspected prior to departure.

### SECTION D: Scheduling and Trip Associated Costs

Departure Date:  Return Date:

Departure Time:  Return Time:

Departure Location:  Return Location:

Number of District Buses Requested:

Projected Total Cost of Trip: \$

Cost per Student: \$  Cost per Adult: \$

Is Financial Assistance Available?  Yes  No

Source of Financial Assistance:

8192454012

FROM-OCS SUPPORT SERVICES

06:30AM

2013-06-03

**NOTES:** School trips are subject to cancellation due to unforeseen problems. Cancellation decisions will be made based on the most current information available such as weather, road conditions, etc. The School Trip sponsor should have directions to location and should provide these directions to the front office and bus driver. The School Trip Sponsor must ensure district buses are clean upon return. Open food and drinks are prohibited on district buses. Principals will be expected to give careful consideration prior to approving school trips.

**SECTION E: Additional Information Required**

P-003/009 F-100

Please describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study.

Skills USA leadership conference and competitions.

T-140

Identify an Orange County Schools employee with current CPR, First Aid and Medication Certification that is participating in this school trip.

Keith Yow/ Beth Landis

0192454012

If transporting students in privately owned vehicles, please list the names of the drivers.

David Lutz Will be driving to and from Kansas City with his son Erik Lutz. Keith yow, Beth landis, and Azumi Nagao will be traveling via commercial airlines.

Staff Chaperones

Keith Yow

Non-Staff Chaperones  
(Background checks required)

David Lutz

Background Checks Verified by Principal

FROM-OCS SUPPORT SERVICES

Are there any hazardous conditions or travel advisories of which you are aware or are there any safety concerns in the area of the trip destination? Please describe.

NO

06:30AM

What precautions have you taken or are you taking to ensure the safety of the students and chaperones?

All

2013-06-03 9/2009

Lodging Arrangements: Name of Hotel/Facility

Crown Plaza Overland Park,

Address 12601 West 95th St., Lenexa, KS

Phone (913) 217-1000

**SECTION F: Parent Permission**

Written parental permission for students to travel is required. A copy of the permission form must be attached for all school trips as well as a copy of additional information provided to parents.

**SECTION G: School Trip Approval Request Form Submission** Print this form and sign/date below before submitting to appropriate administrators.

Signature of Person Completing This Request

Keith F. [Signature]

Position

Teacher

Date

5-30-13

**SECTION H: Authorization**

Background Checks On Non-Staff Chaperones Verified by Principal

[Signature]  
Principal Initials

Principal

[Signature]

Date

6-3-13

Chief Academic Officer

[Signature]

Date

6-4-13

Date Approved/Disapproved by School Board

F-100  
P.004/008

T-140

T-140

9182454012

FROM-OCS SUPPORT SERVICES

06:31AM

2013-06-03

9/9/2009

PLEASE NOTE: When printing this form, choose "Landscape" as your orientation so that it prints correctly.

ORANGE COUNTY SCHOOLS  
School Trip Approval Request Form

F-101  
P. 002/005  
T-140  
8192454012  
09:31AM FROM-OCS SUPPORT SERVICES  
2013-06-03  
05/01/2013

Day school trip requests must be submitted to the principal for approval at least 15 calendar days before the day of the proposed trip. Overnight School trip requests must be submitted to the principal 15 days prior to trip and forwarded to the Chief Academic Officer 10 calendar days prior to the next scheduled Board of Education meeting.

SECTION A: General Information

School Trip Dates: 6/19/2013 to 6/22/2013

School/Department/Grade Level CRHS Number of Students (Attach List) 4

School Trip Sponsor Charlie Oakley Number of Staff Chaperones (Attach List) 1

Phone & Extension 919-245-4000 \*21207 Number of Non-Staff Chaperones (Attach List) 0

Purpose of Trip Dream Team/SASI Camp Number of Other Persons (Attach List) 0

Destination (Name & City) Elon University, Burlington NC Total Number Transported 5

SECTION B: Type of Trip (check all that apply)

- Regular School Day - Principal Approval Required
- Athletic Event (Day) - Principal Approval Required
- Overnight Trip - Chief Academic Officer and School Board Approval Required (Both in and out of state)
- Privately Owned Vehicle(s) - Chief Academic Officer Approval Required
- Out of State Trip - Chief Academic Officer Approval Required
- International Trip - Chief Academic Officer and School Board Approval Required

SECTION C: Mode of Transportation

- Walking
- Activity Bus
- Privately Owned Vehicle - DMV Background Checks Required. List drivers on page 2.
- Airplane
- Charter Bus\*

Name of Charter Company or Airline

\*The company must be on the approved list provided by the OCS Transportation Department. The school is responsible for contacting transportation in order to have the charter vehicle inspected prior to departure. A Sexual Offender Registry Check Certification Form must be completed on drivers prior to departure.

SECTION D: Scheduling and Trip Associated Costs

Departure Date 6/19/2013 Return Date 6/22/2013

Departure Time 9 am Return Time 3 pm

Departure Location Student's Home Return Location Student's Home

Number of District Buses Requested 0

Projected Total Cost of Trip \$625

Cost per Student \$0 Cost per Adult \$0

Is Financial Assistance Available?  Yes  No

Source of Financial Assistance Central Office Curriculum Division

NOTES: School trips are subject to cancellation due to unforeseen problems. Cancellation decisions will be made based on the most current information available such as weather, road conditions, etc. The School Trip sponsor should have directions to location and should provide these directions to the front office and bus driver. The School Trip Sponsor must ensure district buses are clean upon return. Open food and drinks are prohibited on district buses. Principals will be expected to give careful consideration prior to approving school trips.

SECTION E: Additional Information Required

This camp is designed to train leaders for our DREAM team. This program is designed through the NCHSAA. The Student Athlete Summer Institute is a great opportunity for student athlete leaders from schools in the area to learn leadership, academic, and teamwork skills.

Please describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study.

Identify an Orange County Schools employee with current CPR, First Aid and Medication Certification that is participating in this school trip.

Charlie Oakley

If transporting students in privately owned vehicles, please list the names of the drivers.

They will be riding with their parents to and from the camp.

DMV Checks Verified by Central Office

Staff Chaperones

Charlie Oakley

Non-Staff Chaperones (Background checks required)

Background Checks Verified by Principal

Are there any hazardous conditions or travel advisories of which you are aware or are there any safety concerns in the area of the trip destination? Please describe.

No

What precautions have you taken or are you taking to ensure the safety of the students and chaperones?

The student and parents have signed off on all medical forms, waivers, and participation guidelines.

Lodging Arrangements: Name of Hotel/Facility

Best Western, Burlington NC

Address

770 Huffman Mill Road, Burlington NC 27215

Phone

336-584-0151

T-140 P. 003/005 F-101

9182454012

FROM-OCS SUPPORT SERVICES

08:32AM

2013-06-03

**SECTION F: Parent Permission**

Written parental permission for students to travel is required. A copy of the permission form must be attached for all school trips as well as a copy of additional information provided to parents.

**SECTION G: School Trip Approval Request Form Submission** Print this form and sign/date below before submitting to appropriate administrators.

Signature of Person Completing This Request *Cecilia Orma* Position SS Teacher Date 5/31/13

**SECTION H: Authorization**

Background Checks On Non-Staff Chaperones Verified by Principal \_\_\_\_\_

- Approved  Disapproved
- Approved  Disapproved
- Approved  Disapproved

Principal *[Signature]* Principal Initials \_\_\_\_\_ Date 6-3-13

Chief Academic Officer *[Signature]* Date 6-4-13

Date Approved/Disapproved by School Board \_\_\_\_\_

PLEASE NOTE: When printing this form, choose "Landscape" as your orientation so that it prints correctly.

T-140 P. 004/005 F-101

0102454012

FROM-OCS SUPPORT SERVICES

06:32AM

2013-06-03

## ORANGE COUNTY SCHOOLS School Trip Approval Request Form

Day school trip requests must be submitted to the principal for approval at least 15 calendar days before the day of the proposed trip. Overnight School trip requests must be submitted to the principal 15 days prior to trip and forwarded to the Chief Academic Officer 10 calendar days prior to the next scheduled Board of Education meeting.

**SECTION A: General Information**

School Trip Dates:

June 12, 2013

to

June 15, 2013

School/Department/Grade Level Number of Students (Attach List) School Trip Sponsor Number of Staff Chaperones (Attach List) Phone & Extension Number of Non-Staff Chaperones (Attach List) Purpose of Trip Number of Other Persons (Attach List) Destination (Name & City) Total Number Transported **SECTION B: Type of Trip (check all that apply)** **Privately Owned Vehicle(s)** - Chief Academic Officer Approval Required **Regular School Day** - Principal Approval Required **Out of State Trip** - Chief Academic Officer Approval Required **Athletic Event (Day)** - Principal Approval Required **International Trip** - Chief Academic Officer and School Board Approval Required **Overnight Trip** - Chief Academic Officer and School Board Approval Required *(Both in and out of state)***SECTION C: Mode of Transportation** Walking Activity Bus **Privately Owned Vehicle - DMV Background Checks Required.** List drivers on page 2. Airplane Charter Bus\*Name of Charter Company or Airline 

\*The company must be on the approved list provided by the OCS Transportation Department. The school is responsible for contacting transportation in order to have the charter vehicle inspected prior to departure. A Sexual Offender Registry Check Certification Form must be completed on drivers prior to departure.

**SECTION D: Scheduling and Trip Associated Costs**Departure Date Return Date Departure Time Return Time Departure Location Return Location Number of District Buses Requested Projected Total Cost of Trip \$ Cost per Student \$ Cost per Adult \$ Is Financial Assistance Available?  Yes No

Source of Financial Assistance

**NOTES:** School trips are subject to cancellation due to unforeseen problems. Cancellation decisions will be made based on the most current information available such as weather, road conditions, etc. The School Trip sponsor should have directions to location and should provide these directions to the front office and bus driver. The School Trip Sponsor must ensure district buses are clean upon return. Open food and drinks are prohibited on district buses. Principals will be expected to give careful consideration prior to approving school trips.



**SECTION E: Additional Information Required**

Please describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study.

Wrestling Camp

Identify an Orange County Schools employee with current CPR, First Aid and Medication Certification that is participating in this school trip.

Aaron Carr & Bobby Shriner

If transporting students in privately owned vehicles, please list the names of the drivers.

Aaron Carr & Bobby Shriner

DMV Checks Verified by Central Office  
M

Staff Chaperones

Aaron Carr & Bobby Shriner

Non-Staff Chaperones  
(Background checks required)

N/A

Background Checks Verified by Principal

Are there any hazardous conditions or travel advisories of which you are aware or are there any safety concerns in the area of the trip destination? Please describe.

None

What precautions have you taken or are you taking to ensure the safety of the students and chaperones?

Curfew, Safety Briefings

**Lodging Arrangements:** Name of Hotel/Facility

Shorter College, Rome, GA

Address

Shorter College, Rome, GA

Phone

770-364-2527

**SECTION F: Parent Permission**

Written parental permission for students to travel is required. A copy of the permission form must be attached for all school trips as well as a copy of additional information provided to parents.

**SECTION G: School Trip Approval Request Form Submission** Print this form and sign/date below before submitting to appropriate administrators.

Signature of Person Completing This Request [Signature] Position Head Coach Date 6/5/13

**SECTION H: Authorization**

- Approved  Disapproved
- Approved  Disapproved
- Approved  Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal [Signature] Principal Initials JD  
Principal [Signature] Date 6/3/2013  
Chief Academic Officer [Signature] Date 6-4-13  
Date Approved/Disapproved by School Board \_\_\_\_\_

PLEASE NOTE: When printing this form, choose "Landscape" as your orientation so that it prints correctly.

## ORANGE COUNTY SCHOOLS School Trip Approval Request Form

Day school trip requests must be submitted to the principal for approval at least 15 calendar days before the day of the proposed trip. Overnight School trip requests must be submitted to the principal 15 days prior to trip and forwarded to the Chief Academic Officer 10 calendar days prior to the next scheduled Board of Education meeting.

**SECTION A: General Information**

School Trip Dates:  to

School/Department/Grade Level  Number of Students (Attach List)

School Trip Sponsor  Number of Staff Chaperones (Attach List)

Phone & Extension  Number of Non-Staff Chaperones (Attach List)

Purpose of Trip  Number of Other Persons (Attach List)

Destination (Name & City)  Total Number Transported

**SECTION B: Type of Trip (check all that apply)**

- Regular School Day - Principal Approval Required
- Athletic Event (Day) - Principal Approval Required
- Overnight Trip - Chief Academic Officer and School Board Approval Required *(Both in and out of state)*
- Privately Owned Vehicle(s) - Chief Academic Officer Approval Required
- Out of State Trip - Chief Academic Officer Approval Required
- International Trip - Chief Academic Officer and School Board Approval Required

**SECTION C: Mode of Transportation**

- Walking
- Activity Bus
- Privately Owned Vehicle - DMV Background Checks Required. List drivers on page 2.
- Airplane
- Charter Bus\*

Name of Charter Company or Airline

\*The company must be on the approved list provided by the OCS Transportation Department. The school is responsible for contacting transportation in order to have the charter vehicle inspected prior to departure. A Sexual Offender Registry Check Certification Form must be completed on drivers prior to departure.

**SECTION D: Scheduling and Trip Associated Costs**

Departure Date  Return Date

Departure Time  Return Time

Departure Location  Return Location

Number of District Buses Requested

Projected Total Cost of Trip \$

Cost per Student \$  Cost per Adult \$

Is Financial Assistance Available?  Yes  No

Source of Financial Assistance

**NOTES:** School trips are subject to cancellation due to unforeseen problems. Cancellation decisions will be made based on the most current information available such as weather, road conditions, etc. The School Trip sponsor should have directions to location and should provide these directions to the front office and bus driver. The School Trip Sponsor must ensure district buses are clean upon return. Open food and drinks are prohibited on district buses. Principals will be expected to give careful consideration prior to approving school trips.

**SECTION E: Additional Information Required**

Please describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study.

Wrestling Camp

Identify an Orange County Schools employee with current CPR, First Aid and Medication Certification that is participating in this school trip.

Bobby Shriner & Aaron Carr

If transporting students in privately owned vehicles, please list the names of the drivers.

N/A

DMV Checks Verified by Central Office

Staff Chaperones

Bobby Shriner & Aaron Carr

Non-Staff Chaperones (Background checks required)

N/A

Background Checks Verified by Principal

Are there any hazardous conditions or travel advisories of which you are aware or are there any safety concerns in the area of the trip destination? Please describe.

None

What precautions have you taken or are you taking to ensure the safety of the students and chaperones?

Curfew, Safety Briefings

**Lodging Arrangements:** Name of Hotel/Facility

Appalachian State University

Address

ASU Box 32042 Appalachian State University, Boone, NC 28608-2042

Phone

**SECTION F: Parent Permission**

Written parental permission for students to travel is required. A copy of the permission form must be attached for all school trips as well as a copy of additional information provided to parents.

**SECTION G: School Trip Approval Request Form Submission** Print this form and sign/date below before submitting to appropriate administrators.

Signature of Person Completing This Request [Signature] Position 6/3/13 Date Head Coach

**SECTION H: Authorization**

- Approved  Disapproved
- Approved  Disapproved
- Approved  Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal [Signature] Principal Initials PP Date 6/3/2013  
Principal [Signature] Date 6-4-13  
Chief Academic Officer [Signature] Date 6-4-13  
Date Approved/Disapproved by School Board \_\_\_\_\_

PLEASE NOTE: When printing this form, choose "Landscape" as your orientation so that it prints correctly.

## ORANGE COUNTY SCHOOLS School Trip Approval Request Form

Day school trip requests must be submitted to the principal for approval at least 15 calendar days before the day of the proposed trip. Overnight School trip requests must be submitted to the principal 15 days prior to trip and forwarded to the Chief Academic Officer 10 calendar days prior to the next scheduled Board of Education meeting.

**SECTION A: General Information**School Trip Dates: to School/Department/Grade Level Number of Students (Attach List) School Trip Sponsor Number of Staff Chaperones (Attach List) Phone & Extension Number of Non-Staff Chaperones (Attach List) Purpose of Trip Number of Other Persons (Attach List) Destination (Name & City) Total Number Transported **SECTION B: Type of Trip (check all that apply)** **Regular School Day** - Principal Approval Required **Athletic Event (Day)** - Principal Approval Required **Overnight Trip** - Chief Academic Officer and School Board Approval Required *(Both in and out of state)* **Privately Owned Vehicle(s)** - Chief Academic Officer Approval Required **Out of State Trip** - Chief Academic Officer Approval Required **International Trip** - Chief Academic Officer and School Board Approval Required**SECTION C: Mode of Transportation** Walking Activity Bus **Privately Owned Vehicle - DMV Background Checks Required.** List drivers on page 2. Airplane Charter Bus\*Name of Charter  
Company or Airline 

*\*The company must be on the approved list provided by the OCS Transportation Department. The school is responsible for contacting transportation in order to have the charter vehicle inspected prior to departure. A Sexual Offender Registry Check Certification Form must be completed on drivers prior to departure.*

**SECTION D: Scheduling and Trip Associated Costs**Departure Date Return Date Departure Time Return Time Departure Location Return Location Number of District Buses Requested Projected Total Cost of Trip \$ Cost per Student \$ Cost per Adult \$ Is Financial Assistance Available?  Yes  NoSource of Financial Assistance 

**NOTES:** School trips are subject to cancellation due to unforeseen problems. Cancellation decisions will be made based on the most current information available such as weather, road conditions, etc. The School Trip sponsor should have directions to location and should provide these directions to the front office and bus driver. The School Trip Sponsor must ensure district buses are clean upon return. Open food and drinks are prohibited on district buses. Principals will be expected to give careful consideration prior to approving school trips.

SECTION E: Additional Information Required

Please describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study.

Wrestling Camp

Identify an Orange County Schools employee with current CPR, First Aid and Medication Certification that is participating in this school trip.

Aaron Carr & Bobby Shriner

If transporting students in privately owned vehicles, please list the names of the drivers.

Aaron Carr & Bobby Shriner

DMV Checks Verified by Central Office  
LP

Staff Chaperones

Aaron Carr & Bobby Shriner

Non-Staff Chaperones (Background checks required)

N/A

Background Checks Verified by Principal

Are there any hazardous conditions or travel advisories of which you are aware or are there any safety concerns in the area of the trip destination? Please describe.

None

What precautions have you taken or are you taking to ensure the safety of the students and chaperones?

Curfew, Safety Briefings

Lodging Arrangements: Name of Hotel/Facility

Kutztown University

Address

Kutztown University, 15200 Kutztown Road, Kutztown, PA 19530-0730

Phone

570-748-7614

**SECTION F: Parent Permission**

Written parental permission for students to travel is required. A copy of the permission form must be attached for all school trips as well as a copy of additional information provided to parents.

**SECTION G: School Trip Approval Request Form Submission** Print this form and sign/date below before submitting to appropriate administrators.

Signature of Person Completing This Request [Signature] Position Head Coach Date 6/3/2013

**SECTION H: Authorization**

- Approved  Disapproved
- Approved  Disapproved
- Approved  Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal [Signature]  
Principal Initials JD Date 6/3/2013  
Principal [Signature]  
Chief Academic Officer Denise C. Murn Date 6-4-13  
Date Approved/Disapproved by School Board \_\_\_\_\_

PLEASE NOTE: When printing this form, choose "Landscape" as your orientation so that it prints correctly.



ORANGE COUNTY SCHOOLS  
School Trip Approval Request Form

F-999  
P. 010/018  
T-828  
9107826133  
FROM-ORANGE HIGH  
11:32AM  
JUN-09-2013 9/9/2009

Day school trip requests must be submitted to the principal for approval at least 15 calendar days before the day of the proposed trip. Overnight School trip requests must be submitted to the principal 15 days prior to trip and forwarded to the Chief Academic Officer 10 calendar days prior to the next scheduled Board of Education meeting.

SECTION A: General Information

School Trip Dates: July 29, 2013 to August 2, 2013

School/Department/Grade Level: Orange FFA Number of Students (Attach List): 12

School Trip Sponsor: Jordan Moore Number of Staff Chaperones (Attach List): 3

Phone & Extension: 919-732-6133 ext 20612 Number of Non-Staff Chaperones (Attach List): 1

Purpose of Trip: FFA Camp Number of Other Persons (Attach List): 0

Destination (Name & City): Whitelake, NC Total Number Transported: 19

SECTION B: Type of Trip (check all that apply)

- Regular School Day - Principal Approval Required
- Athletic Event (Day) - Principal Approval Required
- Overnight Trip - Chief Academic Officer and School Board Approval Required (Both in and out of state)
- Out of State Trip - Chief Academic Officer Approval Required
- International Trip - Chief Academic Officer and School Board Approval Required

SECTION C: Mode of Transportation

- Walking
- Activity Bus
- Privately Owned Vehicle (list drivers on page 2)
- Airplane
- Charter Bus\*

Name of Charter Company or Airline: [ ]

\*The company must be on the approved list provided by the OCS Transportation Department. The school is responsible for contacting transportation in order to have the charter vehicle inspected prior to departure.

SECTION D: Scheduling and Trip Associated Costs

Departure Date: July 29 Return Date: Aug 2

Departure Time: 8:00am Return Time: 3:00pm

Departure Location: OHS Return Location: OHS

Number of District Buses Requested: 0 (Taking FFA Bus)

Projected Total Cost of Trip: \$0

Cost per Student: \$ [ ] Cost per Adult: \$ [ ]

Is Financial Assistance Available?  Yes  No n/a

Source of Financial Assistance: [ ]

NOTES: School trips are subject to cancellation due to unforeseen problems. Cancellation decisions will be made based on the most current information available such as weather, road conditions, etc. The School Trip sponsor should have directions to location and should provide these directions to the front office and bus driver. The School Trip Sponsor must ensure district buses are clean upon return. Open food and drinks are prohibited on district buses. Principals will be expected to give careful consideration prior to approving school trips.

SECTION E: Additional Information Required

Please describe the educational benefit of the proposed school trip and the specific connection to the North Carolina Standard Course of Study.

The students will be attending FFA Camp at Whitelake, NC. They will stat the NC FFA Camp Center.

Identify an Orange County Schools employee with current CPR, First Aid and Medication Certification that is participating in this school trip.

Jordan Moore, Rusty Wagoner, David Latta

If transporting students in privately owned vehicles, please list the names of the drivers.

N/A

Staff Chaperones

Jordan Moore , Rusty Wagoner, David Latta

Non-Staff Chaperones (Background checks required)

Dave Gibbs is driving us in the FFA Bus

Background Checks Verified by Principal

Are there any hazardous conditions or travel advisories of which you are aware or are there any safety concerns in the area of the trip destination? Please describe.

N/A

What precautions have you taken or are you taking to ensure the safety of the students and chaperones?

Students and parents have signed a permission slip to attend the trip to cover insurance information and emergency contact information. We will have two adult chaperones.

Lodging Arrangements: Name of Hotel/Facility

NC FFA Center

Address

North Carolina FFA Center 247 Hwy 53 East White Lake, NC 28337

Phone

919-515-4206

T-828 P.011/018 F-888

9197926193

FROM-ORANGE HIGH

11:32AM

JUN-09-2013

**SECTION F: Parent Permission**

Written parental permission for students to travel is required. A copy of the permission form must be attached for all school trips as well as a copy of additional information provided to parents.

**SECTION G: School Trip Approval Request Form Submission** Print this form and sign/date below before submitting to appropriate administrators.

Signature of Person Completing This Request Jordan Moore Position Ag Teacher Date 6-3-13

**SECTION H: Authorization**

- Approved  Disapproved
- Approved  Disapproved
- Approved  Disapproved

Background Checks On Non-Staff Chaperones Verified by Principal JJ  
 Principal JJ Date \_\_\_\_\_  
 Chief Academic Officer Denise C. Moore Date 6-4-13  
 Date Approved/Disapproved by School Board \_\_\_\_\_

PLEASE NOTE: When printing this form, choose "Landscape" as your orientation so that it prints correctly.

9197926199 T-028 P. 012/018 F-003

JUN-03-2013 11:32 AM FROM-ORANGE HIGH