

SCHOOL DISTRICT OF CLAY COUNTY
FIELD TRIP REQUEST

1. School Requesting: MIDDLEBURG HIGH SCHOOL NJAUTC
2. Transportation (Check one):
School Bus/s _____ Automobile/s _____ Commercial Carrier 1 Other _____
If commercial or other, state type: AMERICAN CHARTER BUS
3. Trip(s) overnight: yes _____ no Trip(s) out-of-state: yes no _____
4. Dates of Field Trip*: 12 JAN 10 Destination*: NAVAL SUB BASE KINGS BAY GA
*For school buses . . . if more than one bus is requested, reference bus request form.
5. Group Taking Trip: NJAUTC CADETS MIDDLEBURG
6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the necessary Agent of the Board Form. _____
7. Educational Value of Field Trip: SUBMARINE AND TRAINING FACILITY TOUR
8. Supporting SSS Benchmark(s): _____
9. Number of Students*: 50 Number of Chaperones*: 3
10. Cost Per Student: _____ Budget Code or Source to be charged: _____
(Examples: Internal Accounts, 5100-331, Athletic Departments)
11. Departure Time*: 0730 Returning Time*: 1730

APPROVED: [Signature]
ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
DECEMBER 17, 2009

All county policy and school directives have been reviewed and compliance has been established. This form should be submitted to the appropriate Instructional Division Director or Supervisor. If school buses are being used, the transportation request form should be attached. School bus requisition numbers for each request form are to be listed below.

Bus Requisition Number/s: _____

RECEIVED
DEC - 7 2009

Secondary Education

CDA PAT THOMPSON
Teacher, Team Leader, Department Head, Etc.
[Signature]
Principal
[Signature]
District Office Approval

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