

APPROVED: M. Helfinger
ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
FEBRUARY 18, 2010

SCHOOL DISTRICT OF CLAY COUNTY
FIELD TRIP REQUEST

1. School Requesting: OPHS
2. Transportation (Check one):
School Bus/s _____ Automobile/s Commercial Carrier _____ Other _____
If commercial or other, state type: RENTAL VEHICLE
3. Trip(s) overnight: yes no _____ Trip(s) out-of-state: yes no _____
4. Dates of Field Trip*: 19-20 MAR 2010 Destination*: HENRY COUNTY HS. MCDONOUGH GA
*For school buses . . . if more than one bus is requested, reference bus request form.
5. Group Taking Trip: NSROR BRAIN BRAINL TEAM
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: COMPLETE IN NSROR ACADEMIC'S IN AREA 17 WILD CARDS CHAMPIONSHIP.
8. Supporting SSS Benchmark(s): _____
9. Number of Students*: 6 Number of Chaperones*: 2
10. Cost Per Student: _____ Budget Code or Source to be charged: 3167
(Examples: Internal Accounts, 5100-331, Athletic Departments)
11. Departure Time*: 12:00 19 MAR Returning Time*: 10:00 PM 20 MAR

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
FEB 10 2010

Secondary Education

K. L. [Signature]
Teacher, Team Leader, Department Head, Etc.
[Signature]
Principal
M. Helfinger
District Office Approval