

SCHOOL DISTRICT OF CLAY COUNTY
FIELD TRIP REQUEST

APPROVED: *[Signature]*
ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
JANUARY 15, 2009

- 1. School Requesting: Clay High School
- 2. Transportation (Check One):
School Bus(s) _____ Private Vehicle(s) _____ Commercial Carrier Other _____
If Commercial Carrier or Other, please state type: Charter Bus
- 3. Trip(s) overnight: Yes No _____ Trip(s) out-of-state: Yes No _____
- 4. Dates of Field Trip*: April 3-5/09 Destination*: Atlanta, GA
* For School Buses...if more than one bus is requested, reference bus request form.
- 5. Group Taking Trip: BAND
- 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: Concert Band National Level Festival
- 8. Supporting SSS Benchmark(s) with Narrative(s): _____
- 9. Number of Students*: 65 Number of Chaperones*: 10
- 10. Cost Per Student: \$450²⁰ Budget Code or Source to be charged: _____
(example: Internal Accounts, 5100-331, Athletic Departments)
- 11. Departure Time*: 4/3/09 - 11:00 AM Returning Time*: 4/5/09 11:00 PM

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 09 2008

Secondary Education

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