

APPROVED: [Signature]
ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
MARCH 18, 2010

SCHOOL DISTRICT OF CLAY COUNTY
FIELD TRIP REQUEST

1. School Requesting: Fleming Island

2. Transportation (Check one):
School Bus/s _____ Automobile/s Commercial Carrier _____ Other _____
If commercial or other, state type: _____

3. Trip(s) overnight: yes no _____ Trip(s) out-of-state: yes _____ no

4. Dates of Field Trip*: 4-18 thru 4-20 Destination*: Orlando State Convention
*For school buses . . . if more than one bus is requested, reference bus request form. Mall of the Americas

5. Group Taking Trip: BETA Club Officers

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: Leadership Training

8. Supporting SSS Benchmark(s): _____

9. Number of Students*: 4 Number of Chaperones*: 1

10. Cost Per Student: \$100 Budget Code or Source to be charged: _____
(Examples: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time*: Sun 4-18 Returning Time*: Tues - Apr. 4-20

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
MAR - 8 2010

[Signature]
Teacher, Team Leader, Department Head, Etc.

[Signature]
Principal

[Signature]
District Office Approval