

SCHOOL DISTRICT OF CLAY  
FIELD TRIP REQUEST

*Wendy Wingate*  
Approved: \_\_\_\_\_  
Administratively Approved Pending  
Board Approval: 11-22-11

1. School Requesting: LASH

2. Transportation (Check One):

School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier X Other \_\_\_\_\_  
If Commercial Carrier or Other, please state type: plane

3. Trip(s) overnight: Yes X No \_\_\_\_\_ Trip(s) out-of-state: Yes X No \_\_\_\_\_

4. Dates of Field Trip\*: Feb 3-5, 2012 Destination\*: Washington D.C. NJHS LEAD Conference  
\* For School Buses...if more than one bus is requested, reference bus request form.

5. Group Taking Trip: NJHS 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: Students take part in workshops on service projects, teambuilding, goal setting, organization, anti-bullying, project planning and other leadership skills for successful NJHS & NHS members.

8. Supporting SSS Benchmark(s) with Narrative(s): SS.7.C.2.14 Conduct service project (training)

9. Number of Students\*: 6-8 Number of Chaperones\*: 1-4

10. Cost Per Student: ~\$700 Budget Code or Source to be charged: internal account (NJHS)  
(example: Internal Accounts, 5100-331, Athletic Departments) (3501)

11. Departure Time\*: 2/3/12 (am) morning Returning Time\*: 2/5/12 evening

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): \_\_\_\_\_

SEP 13 2011

Juni Shumie  
Teacher, Team Leader, Department Head, Etc.  
Richardson

Wendy Wingate Principal  
District Office Approval

SCHOOL DISTRICT OF CLAY COUNTY  
FIELD TRIP REQUEST

Approved: \_\_\_\_\_  
Administratively Approved Pending  
Board Approval: 11-29-11

*[Handwritten signature]*

1. School Requesting: LJHS

2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s)  Commercial Carrier \_\_\_\_\_ Other \_\_\_\_\_  
If Commercial Carrier or Other, please state type: \_\_\_\_\_

3. Trip(s) overnight: Yes  No \_\_\_\_\_ Trip(s) out-of-state: Yes \_\_\_\_\_ No

4. Dates of Field Trip\*: Weekend 11-14-15/2011 Destination\*: Daytona, FL  
\* For School Buses...if more than one bus is requested, reference bus request form.

5. Group Taking Trip: LJHS Cheerleaders

6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach Agent of the Board form. \_\_\_\_\_

7. Educational Value of Field Trip: State Cheer Competition

8. Supporting SSS Benchmark(s) with Narrative(s): \_\_\_\_\_

9. Number of Students\*: 21 Number of Chaperones\*: 21

10. Cost Per Student: \$100 Budget Code or Source to be charged: IA 1350  
(example: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time\*: 8am Returning Time\*: 12am

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): \_\_\_\_\_

\_\_\_\_\_

SEP 13 2011

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

12

SCHOOL DISTRICT OF CLAY COUNTY  
FIELD TRIP REQUEST

Approved: [Signature]  
Administratively Approved Pending  
Board Approval: 11-22-11

1. School Requesting: LJHS

2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s)  Commercial Carrier \_\_\_\_\_ Other \_\_\_\_\_  
If Commercial Carrier or Other, please state type: \_\_\_\_\_

3. Trip(s) overnight: Yes  No \_\_\_\_\_ Trip(s) out-of-state: Yes \_\_\_\_\_ No \_\_\_\_\_

4. Dates of Field Trip\*: 3/17-3/18/12 <sup>weekend</sup> Destination\*: Orlando, FL  
\* For School Buses...if more than one bus is requested, reference bus request form.

5. Group Taking Trip: LJHS Cheerleaders

6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach Agent of the Board form. \_\_\_\_\_

7. Educational Value of Field Trip: National Cheer Competition

8. Supporting SSS Benchmark(s) with Narrative(s): \_\_\_\_\_

9. Number of Students\*: 21 Number of Chaperones\*: 21

10. Cost Per Student: \$100 Budget Code or Source to be charged: I.A. 1350  
(example: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time\*: 8AM Returning Time\*: 12AM

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): \_\_\_\_\_

SEP 13 2011

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

13

APPROVED

*Mellinger*

SCHOOL DISTRICT OF CLATSOP  
FIELD TRIP REQUEST

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL  
November 22, 2011

1. School Requesting: OLSH

2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s)  Commercial Carrier \_\_\_\_\_ Other \_\_\_\_\_  
If Commercial Carrier or Other, please state type: \_\_\_\_\_

3. Trip(s) overnight: Yes  No \_\_\_\_\_ Trip(s) out-of-state: Yes \_\_\_\_\_ No

4. Dates of Field Trip\*: 2/17/2012-2/18/2012 Destination\*: Tallahassee, FL  
\* For School Buses...if more than one bus is requested, reference bus request form

5. Group Taking Trip: Oakleaf Model United Nations Club

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. Ms. Orner, Ms. Sureman (form on file)

7. Educational Value of Field Trip: Students will participate in research, public speaking, writing, problem solving, conflict resolution, compromise & cooperation as delegates, from chosen country, during Model United Nations session.

8. Supporting SSS Benchmark(s) with Narrative(s): SS.7.E.3.4-GDP, SS.8A.1.1-Validity of research, SS.8.A.1.2-Analyze charts, graphs, maps, 8.A.1.4-Differentiate fact from opinion, LA.6.2.2.1-locate, use, analyze information LA.6.3.12 prewrite, LA.6.3.13 prewrite org LA.6.3.2.1 draft LA.6.3.33-revise writing, L.A.6.3.4-Edit, LA.6.5.2.1-listen, LA.6.5.2.2-informative presentation LA.7.1.6.1 New vocab.

9. Number of Students\*: 20 Number of Chaperones\*: 2

10. Cost Per Student: \$30 + meals + transportation + hotel Budget Code or Source to be charged: Gifted  
(example: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time\*: 4:30 Returning Time\*: 11 am

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):

NOV 02 2011

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

District Office Approval

*[Red Circle with X]*

APPROVED

*Muelly*

SCHOOL DISTRICT OF CL  
FIELD TRIP REQU

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL  
November 22, 2011

1. School Requesting: CHS

2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier  Other \_\_\_\_\_  
If Commercial Carrier or Other, please state type: \_\_\_\_\_

3. Trip(s) overnight: Yes  No \_\_\_\_\_ Trip(s) out-of-state: Yes \_\_\_\_\_ No \_\_\_\_\_

4. Dates of Field Trip\*: 11/30-12/1 Destination\*: Epcot Candlelight  
\* For School Buses...if more than one bus is requested, reference bus request form.

5. Group Taking Trip: Chorus

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: Sing w/ professional chorus + orchestra WDW Candlelight

8. Supporting SSS Benchmark(s) with Narrative(s): MUA-1.1  
MUA 1.2 MUA 1.3

9. Number of Students\*: 80 Number of Chaperones\*: 8

10. Cost Per Student: \$80<sup>00</sup> Budget Code or Source to be charged: \_\_\_\_\_  
(example: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time\*: 11<sup>30</sup> AM Returning Time\*: ~~10<sup>00</sup> PM~~ 9<sup>30</sup> 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):

\_\_\_\_\_  
Teacher, Team Leader, Department Head, Etc.

RECEIVED  
OCT 14 2011

*Muelly*  
Principal  
District Office Approval

16

SCHOOL DISTRICT OF CLAY COUNTY  
FIELD TRIP REQUEST

APPROVED  
ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL  
November 22, 2011

- 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: \_\_\_\_\_
- 3. Trip(s) overnight: Yes \_\_\_ No  Trip(s) out-of-state: Yes  No \_\_\_
- 4. Dates of Field Trip\*: 02 FEB 2012 Destination\*: NAVAL STATION KINGS BAY, GA  
\* For School Buses...if more than one bus is requested, reference bus request form.
- 5. Group Taking Trip: CLAY HIGH NJROTC
- 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: THE CADETS WILL TOUR THE TRIDENT SUBMARINE TRAINING CENTER AND A NUCLEAR POWERED BALLISTIC MISSILE SUBMARINE. THE TRIP IS IN DIRECT SUPPORT OF THE NAVAL SCIENCE CURRICULUM.
- 8. Supporting SSS Benchmark(s) with Narrative(s): \_\_\_\_\_
- 9. Number of Students\*: 40 Number of Chaperones\*: 2
- 10. Cost Per Student: \$4.45 FOR LUNCH AT THE GALLEY Budget Code or Source to be charged: \_\_\_\_\_  
(example: Internal Accounts, 5100-331, Athletic Departments)
- 11. Departure Time\*: 6:45 AM Returning Time\*: 3:30 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  
OCT 14 2011  
Secondary Education

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

17

APPROVED

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL

November 22, 2011

SCHOOL DISTRICT OF CLAY CO  
FIELD TRIP REQUEST

1. School Requesting: FIHS

2. Transportation (Check one):  
School Bus/s \_\_\_\_\_ Automobile/s \_\_\_\_\_ Commercial Carrier  Other \_\_\_\_\_  
If commercial or other, state type: Charter Bus-American Coach Lines

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

4. Dates of Field Trip\*: 12/11-12/12 Destination\*: Lake Buena Vista, FL - Disney Candlelight  
\*For school buses . . . if more than one bus is requested, reference bus request form.

5. Group Taking Trip: Chorus

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: Students will have the opportunity to perform an extensive amount of repertoire in a professional setting. They will work with a university director and a Disney orchestra

8. Supporting SSS Benchmark(s): MU.A.1.4 (student sings), MU.A.3.4 (student reads and notates music), MU.E.1.4 (student relates music to other arts + disciplines), MU.E.2.4 (student relates music to world beyond the school setting)

9. Number of Students\*: 105 Number of Chaperones\*: 21

10. Cost Per Student: \$85.00 Budget Code or Source to be charged: Chorus 2200  
(Examples: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time\*: 12:00pm 12/11 Returning Time\*: 11:30pm 12/12

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  
OCT 17 2011

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

11

APPROVED

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL  
November 22, 2011

SCHOOL DISTRICT OF CLATSOP  
FIELD TRIP REQUEST

1. School Requesting: Fleming Island High

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\*: 3/16-3/21 Destination\*: Richmond Va/Washington DC  
\* 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. N/A

7. Educational Value of Field Trip: Students will be competing at a world level event and being evaluated on a national level. Students will receive feedback designed to promote growth in their craft.

8. Supporting SSS Benchmark(s) with Narrative(s):  
\_\_\_\_\_  
\_\_\_\_\_

9. Number of Students\*: 50 Number of Chaperones\*: 6

10. Cost Per Student: \$700 Budget Code or Source to be charged: 2100  
(example: Internal Accounts, 5100-331, Athletic Departments)

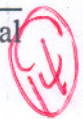
11. Departure Time\*: 12 AM Returning Time\*: 2 PM

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  
NOV 09 2011  
Secondary Education

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





SCHOOL DISTRICT OF CLAY COUNTY  
FIELD TRIP REQUEST

Approved: \_\_\_\_\_  
Administratively Approved Pending  
Board Approval: 11-22-11

*[Handwritten signature]*

1. School Requesting: Middleburg High School

2. Transportation (Check one):  
School Bus/s \_\_\_\_\_ Automobile/s \_\_\_\_\_ Commercial Carrier  Other \_\_\_\_\_  
If commercial or other, state type: airline + Shuttle

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

4. Dates of Field Trip\*: March 21-24 (Spring Break) Destination\*: Dallas Texas  
\*For school buses . . . if more than one bus is requested, reference bus request form.

5. Group Taking Trip: TV Production students

6. If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the number, Agent of the Board Form. \_\_\_\_\_

7. Educational Value of Field Trip: Field trip includes training workshops and video contests (STN - Student Television Network)

8. Supporting SSS Benchmark(s): \_\_\_\_\_

9. Number of Students\*: 10? Number of Chaperones\*: 2

10. Cost Per Student: 600<sup>00+</sup> Budget Code or Source to be charged: Student / Internal Accts. / TV. Prod.  
(Examples: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time\*: TBA Returning Time\*: TBA

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: \_\_\_\_\_

SEP 19 2011

Kim Barbary  
Teacher, Team Leader, Department Head, Etc.

[Signature]  
Principal

[Signature]  
District Office Approval

24

SCHOOL DISTRICT OF CL  
FIELD TRIP REQ

APPROVED Michelle Muzel  
ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL  
November 22, 2011

1. School Requesting: Oakleaf High School

2. Transportation (Check One):  
School Bus(s) \_\_\_\_\_ Private Vehicle(s) \_\_\_\_\_ Commercial Carrier \_\_\_\_\_ Other X  
If Commercial Carrier or Other, please state type: YMCA BUS

3. Trip(s) overnight: Yes X No \_\_\_\_\_ Trip(s) out-of-state: Yes \_\_\_\_\_ No X

4. Dates of Field Trip\*: Nov. 29-Dec 1 Destination\*: Tallahassee, FL  
\* For School Buses...if more than one bus is requested, reference bus request form.

5. Group Taking Trip: Youth in Government

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: Students write bills and will take part in a mock government as Senators and Representatives in the state capital. This is the state assembly.

8. Supporting SSS Benchmark(s) with Narrative(s): SS.912.C.2.2: Eval. impt. of political participation; civ. participation; SS.912.C.3.2: Experience responsibilities of citizens at the local, state, + federal levels; SS.912.C.3.3: Analyze the structures + processes of the legislative branch as described by Article I of the Constitution

9. Number of Students\*: 10 Number of Chaperones\*: 4 (2 CCSB employees, 2 YMCA employees)

10. Cost Per Student: \$300-400 Budget Code or Source to be charged: \_\_\_\_\_  
(example: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time\*: 8am Returning Time\*: 6pm

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.

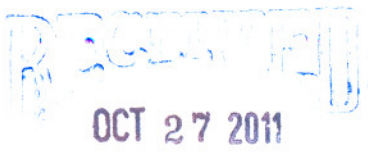
Scholarships and fundraising will be completed through the YMCA. The YMCA also has a fund with donations for students who cannot afford it. No student will be denied because of cost. Michelle Muzel

Bus Requisition Number(s): \_\_\_\_\_

Teacher, Team Leader, Department Head, Etc.

Michelle Muzel  
Principal

District Office Approval



4

SCHOOL DISTRICT OF CLAY COUNTY  
FIELD TRIP REQUEST

APPROVED

ADMINISTRATIVE & APPROVED  
PENDING BOARD APPROVAL

November 22, 2011

*[Handwritten signature]*

1. School Requesting: OPHS

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\*: 12/27+28/11 Destination\*: Orlando - Epcot  
\*For school buses . . . if more than one bus is requested, reference bus request form.

5. Group Taking Trip: Chorus

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: opportunity to sing in a select large choir with a nationally known conductor

8. Supporting SSS Benchmark(s): MC.4.2.4 - performance of repertoire  
MUP.24 performance evaluation  
MUE 2.1 perform for specific occasion

9. Number of Students\*: 33 Number of Chaperones\*: 8

10. Cost Per Student: TBA Budget Code or Source to be charged: 2200  
(Examples: Internal Accounts, 5100-331, Athletic Departments)

11. Departure Time\*: 11:30 am Returning Time\*: 1:00 am 12/29/11

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  
OCT 18 2011

Secondary Education

Allison B. Ault  
Teacher, Team Leader, Department Head, Etc.

[Signature]  
Principal

[Signature]  
District Office Approval

9

SCHOOL DISTRICT OF CLATSOP  
FIELD TRIP REQUEST

*Cindy Wingate*

Approved: \_\_\_\_\_  
Administratively Approved Pending  
Board Approval: 11-22-11

1. School Requesting: Orange Park High

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\*: 1/13-1/15 Destination\*: State Dance Competition in Daytona  
\*For school buses . . . if more than one bus is requested, reference bus request form.

5. Group Taking Trip: Raidette Dance 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. See attached form

7. Educational Value of Field Trip: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Supporting SSS Benchmark(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Number of Students\*: 18 Number of Chaperones\*: 10

10. Cost Per Student: \_\_\_\_\_ Budget Code or Source to be charged: \_\_\_\_\_

11. Departure Time\*: 3:00 1/13/12 Returning Time\*: 8:00 pm 1/15/12  
(Examples: Internal Accounts, 5100-331, Athletic Department)

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: \_\_\_\_\_  
\_\_\_\_\_

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

APPROVED Mick Myers

ADMINISTRATIVELY APPROVED

PENDING BOARD APPROVAL

November 22, 2011

SCHOOL DISTRICT OF ( )  
FIELD TRIP REC

1. School Requesting: Orange Park High
2. Transportation (Check one):  
 School Bus/s \_\_\_\_\_ Automobile/s ~~\_\_\_\_\_~~ Commercial Carrier \_\_\_\_\_ Other rental vans  
 If commercial or other, state type: \_\_\_\_\_
3. Trip(s) overnight: yes  no \_\_\_\_\_ Trip(s) out-of-state: yes \_\_\_\_\_ no
4. Dates of Field Trip\*: 2/18/12-2/20/12 Destination\*: Orlando Fl.  
\*For school buses . . . if more than one bus is requested, reference bus request form.
5. Group Taking Trip: Dynamic Ladies Step 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: Athletic competition. Disney world annual Invitational Step competition.
8. Supporting SSS Benchmark(s): Athletic competition, see above.
9. Number of Students\*: 15 Number of Chaperones\*: 2
10. Cost Per Student: \$165 Budget Code or Source to be charged: 3426  
(Examples: Internal Accounts, 5100-331, Athletic Departments)
11. Departure Time\*: 7:00 a.m. Returning Time\*: 4:00 p.m.  
\* note - no school time missed \* Feb 20<sup>th</sup> holiday

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  
 NOV 04 2011  
 Secondary Education

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

4