

SCHOOL DISTRICT OF CLATSOP COUNTY  
FIELD TRIP REQUEST

APPROVED: *[Signature]*

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL

August 18, 2011

1. School Requesting: Ridgeview High School
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\*: Nov. 20-22, 2011 Destination\*: Biltmore House Asheville, NC  
\*For school buses . . . if more than one bus is requested, reference bus request form.
5. Group Taking Trip: Ridgeview 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: To perform prepared music at the Biltmore House, the oldest home in America, as part of their Christmas celebration. (No school will be missed for this field trip.)
8. Supporting SSS Benchmark(s): MU.A.1.4.1, MU.A.1.4.2, MU.A.1.4.3, MU.D.1.4.1, MU.D.1.4.3, MU.E.1.4.3, MU.E.2.4.1
9. Number of Students\*: 30 Max Number of Chaperones\*: 6
10. Cost Per Student: \$200 Budget Code or Source to be charged: 2700 - Chorus  
(Examples: Internal Accounts, 5100-331, Athletic Departments)
11. Departure Time\*: 6 AM (Nov. 20) Returning Time\*: 6 PM (Nov. 22)

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.  
*[Signature]*  
Principal  
*[Signature]*  
District Office Approval

RECEIVED  
JUL 20 2011

