

SCHOOL DISTRICT OF CLAY COUNTY  
FIELD TRIP REQUEST

RECEIVED  
JAN 10 2007  
Department of Transportation

ADMINISTRATIVELY APPROVED  
PENDING BOARD APPROVAL  
JANUARY 18, 2007

- School Requesting: Middleburg High School
- Transportation (Check one):  
School Bus/s \_\_\_\_\_ Automobile/s  Commercial Carrier \_\_\_\_\_ Other \_\_\_\_\_  
If commercial or other, state type: \_\_\_\_\_
- Trip(s) overnight: yes  no \_\_\_\_\_ Trip(s) out-of-state: yes \_\_\_\_\_ no
- Dates of Field Trip\*: Feb. 8-10 Destination\*: Tallahassee, FL  
\*For school buses . . . if more than one bus is requested, reference bus request form.
- Group Taking Trip: Youth in Government Club
- If using private vehicles, list drivers you wish to designate as Agents of the Board and attach the n  
Agent of the Board Form. \_\_\_\_\_
- Educational Value of Field Trip: to promote youth citizenship and civic responsibility; to help students explore democracy and the legislative process; to give students the tools needed to recognize the role that local, state, national, and international policy-making plays in their everyday lives and how they can engage in the process.
- Supporting SSS Benchmark(s): (SS.C.2.4) 2, 3, 4, 5, 7  
(SS.C.1.4) 3, 4
- Number of Students\*: 5 Number of Chaperones\*: 1
- Cost Per Student: \$400 Budget Code or Source to be charged: Student Council  
(Examples: Internal Accounts, 5100-331, Athletic Departments)
- Departure Time\*: 7:00 am Returning Time\*: 10:00 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: \_\_\_\_\_

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JAN 10 2007

Secondary Education

Emma Humphries  
Teacher, Team Leader, Department Head, Etc.  
David T. B...  
Principal  
[Signature]  
District Office Approval