

SCHOOL DISTRICT OF CLAY COUNTY
FIELD TRIP REQUEST FORM

APPROVED: Tyler Sandy
ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
JUNE 21, 2007

1. School Requesting: Middleburg High School
2. Transportation (Check one):
School Bus/s _____ Automobile/s _____ Commercial Carrier _____ Other _____
If commercial or other, state type: Southwest Airlines
3. Trip(s) overnight: yes no _____ Trip(s) out-of-state: yes _____ no
4. Dates of Field Trip*: July 23 - July 28 Destination*: South Florida Leadership Training Camp
*For school buses . . . if more than one bus is requested, reference bus request form. Ft. Lauderdale, FL
5. Group Taking Trip: Student Council Executive Board
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 learn leadership development skills including, but not limited to, goal setting, time management, effective meeting and planning strategies, project development, and problem solving and decision-making
8. Supporting SSS Benchmark(s): _____
9. Number of Students*: 5 Number of Chaperones*: 1
10. Cost Per Student: \$275 Budget Code or Source to be charged: Student Council 3800
(Examples: Internal Accounts, 5100-331, Athletic Departments)
11. Departure Time*: 9:00 a.m. Returning Time*: 2:00 p.m.

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: _____

BOARD APPROVED

RECEIVED
MAY 25 2007

Secondary Education

Emma K. Humphries
Teacher, Team Leader, Department Head, Etc.
Sandy J. [Signature]
Principal
Tyler Sandy
District Office Approval