

SCHOOL DISTRICT OF CLAY
FIELD TRIP REQUEST

APPROVED: Lytle Dody
ADMINISTRATIVELY APPROVED
PENDING BOARD APPROVAL
MARCH 20, 2008

1. School Requesting: FIHS
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*: 4-13-08 Destination*: Daytona BETA Mtg.
*For school buses . . . if more than one bus is requested, reference bus request form.
5. Group Taking Trip: BETA 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 seminar - statewide
8. Supporting SSS Benchmark(s): Students will learn leadership skills and communicate them with club.
9. Number of Students*: 5 Number of Chaperones*: 1
10. Cost Per Student: \$357. Budget Code or Source to be charged: _____
(Examples: Internal Accounts, 5100-331, Athletic Departments)
11. Departure Time*: Sunday AM Returning Time*: Tues 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
MAR 10 2008

Secondary Education

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