

Application for Approval of an Overnight Trip

Field Trip Request Form

For overnight **trips**, prior approval from Director of Schools **AND** from the Board is required. Board work sessions (when called) are the 1st Monday of each month and board meetings are the 2nd Monday of each month. To ensure approval, signed paperwork should be submitted to DOS at least 7 days prior to scheduled meeting.

Date(s) of Trip	
School	
Team/Class/Organization	
Reason/Rationale for Trip	
Departure/Return Times	
School	
Team/Class/Organization	
Professional in Charge	
Professional's Cell #	
Destination & City	
# Passengers	
Bus Driver	
Bus Driver's Cell #	
Bus #	
School Nutrition Notified	

If CTE system-wide funding is requested, include cost estimation _____

Principal Signature _____ Date _____

Director of Schools Approval _____ Date _____

Board Approval Date _____

When applicable, available system-wide CTE funds: _____ Yes _____ No

Per Supervisor of Secondary Education/CTE _____

Forward form to Transportation Supervisor after Director of Schools and Board have approved.

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Chaperones (Administrative Procedure – 4.302.6)

Day Trips: Minimally, one (1) chaperone for every ten (10) students

Overnight Trips: Minimally, one (1) chaperone for every five (5) students

All associated Administrative Procedures must be used, including the form titled 'Parental Permission Form including Emergency/Medical Information'.