

DAVENPORT SCHOOL DISTRICT #207
DSD Policy 2320
SPECIAL FIELD TRIP REQUEST FORM

Requests should be submitted to, and approved by, the building principal and the superintendent prior to the distribution of the next board meeting information packet. State laws and District policy require that overnight and/or out-of-state Special Field Trips be approved by the board of directors prior to departure.

CHECK ALL THAT APPLY	COMPLETE ALL
<input checked="" type="checkbox"/> Overnight	Date Submitted <u>2/19/19</u>
<input type="checkbox"/> WIAA-sanctioned overnight event	# of school days affected <u>1</u> (include partial days)
<input type="checkbox"/> Out-of-State	# of staff participating in trip <u>2</u>
<input type="checkbox"/> I have read DSD Policy 2320 and 2320P	# of substitutes required: full day <input checked="" type="checkbox"/> 1/2 day <input type="checkbox"/>

TRIP INFORMATION	
Requesting staff member <u>Todd Hargrave</u> Class, Group or Team <u>FFA</u> Destination <u>Emergence Leadership Conf. Ocean Springs, Ala</u> Departure Date <u>2/22</u> Time <u>0600</u> Education Objectives or related instructional activity of the trip <u>FFA leadership conference and workshops</u>	Title (circle one: instructor, <u>advisor</u> , coach) Other _____ # of students participating <u>14</u> Grade levels <u>9-12</u> Miles Roundtrip <u>800</u> Return Date <u>2/23</u> Estimated Time <u>11 pm</u>
Chaperones: # of adults (over 21): Teachers: <u>2</u> Other Staff Members _____ Parents _____ Other _____ Chaperone-to-student ratios must not be less than specified in the procedure for DSD Policy 2320.	
Transportation request: School Bus (#) _____ SUV or van <u>2</u> Equipment trailer: Y or N (circle) Other (specify) _____	
Accommodations: Name of Hotel/Facility: <u>Shilo Inn Hotel</u> Phone # <u>3602894600</u>	
Attachments: The following information must be attached to this application or detailed on the back of this form: 1. Detailed itinerary including meal plans, schedules, and curfew times 2. Grade level(s) of students participating 3. Names of chaperones	

FINANCIAL PLAN	
Expense column must = Source column	
Expenses: Registration <u>\$ 1600</u> Housing <u>/</u> Meals <u>/</u> Substitutes _____ Transportation _____ Other _____ TOTAL expenses <u>\$ 1600</u>	Source of Funds: ASB \$ <u>/</u> (Total \$ in account _____) CTE _____ Donations _____ Students <u>1400</u> for _____ District <u>200</u> Other _____ specify _____ TOTAL funds <u>\$ 1600</u>

Office Use: The 2011 cost/mile is \$ _____ for each bus \$ _____ for SUV or van \$ _____ for the equipment trailer Budget Code(s) _____	
I have confirmed that all chaperones have been briefed per the DSD Policy 2320 Procedure and have signed the District's Chaperone Agreement. I have reviewed the trip plan and recommend its approval by the Board of Directors.	
Principal <u>Chad Brewitt</u> Date <u>2-19</u>	Superintendent <u>[Signature]</u> Date <u>2-19-19</u> Schedule for Board meeting date <u>2-25-19</u>
Board approved (chairman's signature) _____ Date _____	

(Over)


Date	Time	Detailed Trip Itinerary
2/22/19	6 am	Depart DHS
2/22/19	Noon	Stop for lunch
2/22/19	3 pm	Arrive Ocean Shores, Shilo Inn
2/23/19	2 pm	Depart Ocean Shores
2/23/19	6 pm	Dinner stop
2/23/19	10-11 pm	Arrive @ DHS.

Other Pertinent Information

Chaperone: Rory Wright

Students attending: Malizza Hinkey, Kendyl Wiley,
Hannah Warwick, Tessa Sweetland, Cord Sweetland,
Trey Smith, Keaton Hupp, Veronica Wendling, Cheyanna Wing,
Ethan Sherrett, Isalynn Wright, Hailey Nonnemacher-Stiles,

Ryanne Stoddard,
Libby Swiger


Staff Member Responsible

2/19/19
Date

Principal

Date