

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.*

<b>CHECK ALL THAT APPLY</b> <input checked="" type="checkbox"/> Overnight <input type="checkbox"/> WIAA-sanctioned overnight event <input type="checkbox"/> Out-of-State <input type="checkbox"/> I have read DSD Policy 2320 and 2320P	<b>COMPLETE ALL</b> Date Submitted <u>2/19/19</u> # of school days affected <u>1</u> (include partial days) # of staff participating in trip <u>1</u> # of substitutes required: full day <u>X</u> ½ day <u>    </u>
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<b>TRIP INFORMATION</b>			
Requesting staff member <u>Todd Hargrave</u>	Title (circle one: instructor, <u>advisor</u> , coach) Other <u>    </u>	# of students participating <u>10</u>	Grade levels <u>10-12</u>
Class, Group or Team <u>FFA</u>			
Destination <u>Bedrow Wapley U.S.</u>	Miles Roundtrip <u>400</u>	Estimated Time <u>4pm</u>	
Departure Date <u>3/1/19</u> Time <u>8am</u>	Return Date <u>3/2/19</u>		
Education Objectives or related instructional activity of the trip <u>Nursery Landscape FFA competition</u>			
Chaperones: # of adults (over 21): Teachers: <u>1</u> Other Staff Members <u>    </u> Parents <u>1</u> Other <u>    </u> Chaperone-to-student ratios must not be less than specified in the procedure for DSD Policy 2320.			
Transportation request: School Bus (#) <u>    </u> SUV or van <u>2</u> Equipment trailer: Y or N (circle) Other (specify) <u>    </u>			
Accommodations: Name of Hotel/Facility: <u>Holiday Inn, Burlington WA</u> Phone # <u>888-465-4329</u> <u>360-755-7338</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			

<b>FINANCIAL PLAN</b>			
Expense column must = Source column			
<b>Expenses:</b>		<b>Source of Funds:</b>	
Registration	\$ <u>    </u>	ASB	\$ <u>400</u> (Total \$ in account <u>800</u> )
Housing	\$ <u>800</u>	CTE	<u>    </u>
Meals	<u>    </u>	Donations	<u>    </u>
Substitutes	<u>    </u>	Students	<u>    </u> for <u>    </u>
Transportation	<u>    </u>	District	<u>400</u>
Other	<u>    </u>	Other	<u>    </u> specify <u>    </u>
<b>TOTAL expenses</b>	\$ <u>800</u>	<b>TOTAL funds</b>	\$ <u>800</u>

<b>Office Use:</b>			
The 2011 cost/mile is \$ <u>    </u> for each bus \$ <u>    </u> for SUV or van \$ <u>    </u> for the equipment trailer			
Budget Code(s) <u>    </u>			
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>Cheryl Brummitt</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) <u>    </u>			Date <u>    </u>

(Over)

Date	Time	Detailed Trip Itinerary
3/1/19	8am	Depart DHS
3/1/19	Noon	Lunch stop
3/1/19	3pm	Arrive @ Holiday Inn Burlington
3/1/19	4pm	Arrive @ Sedrow Woolley H.S.
3/1/19	8pm	Arrive back @ Holiday Inn.
3/2/19	8am	Depart Holiday Inn
3/2/19	Noon	Lunch Stop
3/2/19	4pm	Arrive @ DHS

Other Pertinent Information

Chaperone: Melissa Wiley

Students attending: Cord Sweetland, Tessa Sweetland,  
Kadee Sweetland, Dylan Holbrook, Camryn Hayes,  
Malissa Hinkey, William Steed, Trey Smith, Elizabeth Davis  
Alex Diviney

  
Staff Member Responsible

2/19/19  
Date

Principal

Date