

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.

<p>CHECK ALL THAT APPLY</p> <p><input checked="" type="checkbox"/> Overnight</p> <p><input type="checkbox"/> WIAA-sanctioned overnight event</p> <p><input checked="" type="checkbox"/> Out-of-State</p> <p><input type="checkbox"/> I have read DSD Policy 2320 and 2320P</p>	<p>COMPLETE ALL</p> <p>Date Submitted <u>4/29/19</u></p> <p># of school days affected <u>3</u> (include partial days)</p> <p># of staff participating in trip <u>1</u></p> <p># of substitutes required: full day <u>2</u> ½ day <u>1</u></p>
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TRIP INFORMATION

Requesting staff member Todd Hargrave Title (circle one: instructor, advisor, coach) Other _____

Class, Group or Team FFA # of students participating 19 Grade levels 9-12

Destination FFA State Convention Pollack Miles Roundtrip 250

Departure Date 5/8 Time 12:30 Return Date 5/12 Estimated Time 12:00

Education Objectives or related instructional activity of the trip State FFA Convention.
Career development events, Leadership activities, Community Service

Chaperones: # of adults (over 21): Teachers: 1 Other Staff Members 1 Parents 1 Other _____

Chaperone-to-student ratios must not be less than specified in the procedure for DSD Policy 2320.

Transportation request: School Bus (#) 1 SUV or van 1 Equipment trailer: Y or N (circle) _____

Other (specify) _____

Accommodations: Name of Hotel/Facility: Wes Student Housing Phone # 509 335 7132

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:	Source of Funds:
Registration <u>\$5500</u>	ASB \$ <u>0</u> (Total \$ in account <u>4000</u>)
Housing <u>inc.</u>	CTE _____
Meals <u>inc.</u>	Donations _____
Substitutes _____	Students <u>5035</u> for <u>Reg. Costs & T-shirt</u>
Transportation _____	District <u>950</u>
Other <u>485</u>	Other _____ specify _____
TOTAL expenses \$ <u>5985</u>	TOTAL funds \$ <u>5985</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 Chris Bennett Date 4/29/19

Superintendent _____ Date _____ Schedule for Board meeting date _____

Board approved (chairman's signature) _____ Date _____

(Over)

Date	Time	Detailed Trip Itinerary
5/8	12:30pm	Depart DHS
5/8	2:30pm	Arrive @ WSV, check into rooms
5/8	4:30pm	Head to Dinner in Lewiston, ID
5/8	9:00pm	Arrive back @ WSV
5/12	8:30am	Depart WSV
5/12	12:00pm	Arrive @ DHS
Other Pertinent Information		
Chaperones are Brad Sweet and Melissa Wiley		


Staff Member Responsible

4/29/19
Date

Principal

Date