

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**

☒ Overnight  
☐ WIAA-sanctioned overnight event  
☐ Out-of-State  
☐ I have read DSD Policy 2320 and 2320P

**COMPLETE ALL**

Date Submitted 11/24/2020  
 # of school days affected 1 (include partial days)  
 # of staff participating in trip 1  
 # of substitutes required: full day X ½ day     

**TRIP INFORMATION**

Requesting staff member Tab Hargrave Title (circle one: instructor, advisor, coach) Other       
 Class, Group or Team FFA # of students participating 4 Grade levels 10, 12

Destination Yelm High School Miles Roundtrip 700  
 Departure Date 1/31/20 Time 8:00am Return Date 2/1/20 Estimated Time 8:00pm

Education Objectives or related instructional activity of the trip 2 contests, Nursery Landscape  
Friday and Floriculture Saturday

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

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

Transportation request: School Bus (#)      SUV or van X Equipment trailer: Y or N (circle)  
 Other (specify)     

Accommodations: Name of Hotel/Facility: Holiday Inn, Lacey, WA Phone # 360-491-7985

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

<b>Expenses:</b> Registration \$ <u>600</u> Housing <u>    </u> Meals <u>    </u> Substitutes <u>    </u> Transportation <u>    </u> Other <u>    </u> <b>TOTAL expenses</b> \$ <u>600</u>	<b>Source of Funds:</b> ASB \$ <u>400</u> (Total \$ in account <u>3000+</u> ) CTE <u>    </u> Donations <u>    </u> Students <u>    </u> for <u>    </u> District <u>200</u> Other <u>    </u> specify <u>    </u> <b>TOTAL funds</b> \$ <u>600</u>
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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 Brumitt Date 1-26-2020

Superintendent [Signature] Date 1-27-2020 Schedule for Board meeting date 1-27-20

Board approved (chairman's signature)      Date

(Over)

Date	Time	Detailed Trip Itinerary
1/31/20	8:00 am	Leave DHS
1/31/20	Now	Lunch stop
1/31/20	1:00 pm	Check into Holiday Inn, Lacey (STUDY SESSION)
1/31/20	3:00 pm	Depart Holiday Inn → Yelm H.S.
1/31/20	4:00 pm	Arrive @ Yelm H.S.
1/31/20	8:00 pm	Head back to Holiday Inn
2/1/20	8:00 am	Head back to Yelm H.S.
2/1/20	1:00 pm	Head to Davenport
2/1/20	4:00 pm	Dinner stop
2/1/20	6:00 pm	Arrive @ DHS.

Other Pertinent Information

Chaperone : Mrs. Amanda Klindworth,  
Lind - Ritzville FFA Advisor  
206-949-4581

Students: Cord Sweetland, Greyson Merrill, Ira Wright  
Malizza Hinkey

  
Staff Member Responsible

1/24/2020  
Date

Principal

Date