

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

COMPLETE ALL

Date Submitted 4/27/22
 # of school days affected 2 (include partial days)
 # of substitutes required: full day X ½ day

TRIP INFORMATION

Requesting staff member T. Hargrave Title (circle one: instructor, adviser, coach, AD) Other
 Class, Group or Team FFA # of students participating 20 Grade Levels 7-12
 Destination State FFA Convention Kennewick Miles Roundtrip 500
 Departure Date 5/11 Time 3-5pm Return Date 5/14 Estimated Time 11pm
 Education Objectives or related instructional activity of the trip State FFA Convention

Chaperones # of adults (over 21): Teachers: Other Staff Members 1 Parents 1 Other
 Chaperone-to-student ratios must NOT be less than specified in the DSD procedure 2320P.
 Transportation Request: School Bus (#) SUV or Van 2 Equipment trailer: Y N X
 Other (specify) As Truck
 Accommodations: Name of Hotel/Facility: Green Stay Richland WA Phone # 509 946 4661
 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, curfew times. 2) Names of Chaperones

FINANCIAL PLAN

Expenses	1) District	2) ASB	3) Donation/Student Contribution	Totals of 1,2,3 =
Registration	\$150.00		\$1000	1150.00
Housing	\$1012.41		\$2,362.29	3374.70
Meals				1)
Substitutes				2)
Transportation				3)
Other				
TOTAL:	Total: \$1,162.41	Total:	Total: \$3,362.29	TOTAL: 4524.70
TOTAL EXPENSES should equal TOTAL of 1,2,3				

Name of ASB Account FFA Total \$\$ in ASB Account \$1000

I have read and agreed to abide by policy 2320 and procedure 2320P. I have confirmed that all chaperones have been briefed per the DSD Policy 2320 Procedure and have signed the District's Chaperone Agreement.

Signature of Staff Member Requesting Trip T. Hargrave Date 4/27/22

Office Use: Cost/Mile is \$ for each bus \$ for SUV or Van \$ for the equipment trailer
 Budget Code(s)

I have reviewed the trip plan and recommend its approval by the Board of Directors

Principal [Signature] Date
 Superintendent [Signature] Date 5-9-22 Schedule for Board meeting date 5-9-22
 Board approved (chairman's signature) Date

DATE	TIME	DETAILED TRIP ITINERARY
5/11	2:30pm	Depart DKS.
5/11 - 5/14	Various	Events around Kennewick and Richland
5/14	8:00pm	Leave Kennewick

LIST OF CHAPERONES:

Holly Sullivan

Amy Crandall

OTHER INFORMATION:

Students attending: Ira Wright, Kristina Wright, Cody Zellmer, Chase Zellmer, River Crandall, Keira Katz, Libby Swiger, Isaac Harvey, Jacob Harvey, Pablo Gutierrez, Eric Mooney, Ryan Utley, Silja Foley, Vienna Foley, Shelby Hargrave, Kaitie Gulake, Scott Sewall, Tanner Zaugg, Holden Moriwchi, Hailey N-S.