

**Hamilton County School District
Trip Request Form**

1. Is this trip within the state of Florida? ☐ Yes ☐ No
2. Is this trip 120 miles or less (one way) from the school? ☐ Yes ☐ No

If the answer to either question is "No," approval of the Board is required prior to date of travel.

Submit to the Office of the Superintendent by the applicable due date (see board meeting schedule):

- the completed Agenda Request Form (HCS 3016)
- the completed trip request form
- the appropriate supporting documentation (lesson plans for field trips; relevant information for extra-curricular trips)

If the answer to both questions is "Yes," approval of the Superintendent is required prior to date of travel.

Submit to the Office of the Superintendent not less than ten (10) workdays prior to date of trip:

- the completed trip request form
- the appropriate supporting documentation (lesson plans for field trips; relevant information for extra-curricular trips)

School: _____ Purpose: ☐ Field Trip ☐ Extra-Curricular Trip
Date(s) of Trip: _____ Class or Group: _____
Destination: _____ City/State: _____
Departure Time: _____ Return Time: _____ Number of Students: _____

Cost for students: \$ _____ Funding source: _____
Cost for transportation: \$ _____ Substitute required? ☐ Yes ☐ No
Total cost: \$ _____ If, "yes," funding source: _____

Chaperones

*Signature of Teacher/Sponsor

Date

***Teacher/sponsor is responsible for the following items and must check the boxes to confirm that:**

- ☐ 1. Approval from grant administrator has been obtained if grant funds will be used to pay for the trip.
- ☐ 2. The cafeteria manager has been notified of the trip, either to have lunches prepared or to advise that students will be off campus.
- ☐ 3. Clearance from the bookkeeper has been obtained.
- ☐ 4. The transportation office has been advised of the pending trip (at least 10 workdays prior to the proposed travel date).

☐ Approved

☐ Rejected

Signature of Principal/Administrator

Date

☐ Approved

☐ Rejected

Signature of Superintendent

Date

Approved by
Hamilton County School Board

Signature of Superintendent

Date