

Out-of-State Field Trip Request
Mingo County Board of Education

Six Steps for Approval are: **1)** Get Principal's Approval, **2)** Complete Form,
3) Forward to Superintendent's Office to add to agenda, **4)** Appear at BOE meeting to present,
5) Fill Out Trip Direct, **6)** Forward to Transportation Department

Today's Date: _____ Date Approved for Fundraising _____
Trip Direct Number _____ Date Approved to Travel _____

ABOUT THE TRIP

Date(s) of the Trip: _____ Cost per Student: _____
School Traveling: _____ Number of Students: _____ Grade(s) _____
Where will you be traveling? _____
Address and Phone number of Venue _____

MEDICAL REQUIREMENTS?

Is a Nurse Required for Students with Medical Needs? _____
If so, have you contacted Lead Nurse, Tonya Hagy? tmhagy@k12.wv.us _____

WHO IS BOOKING THE TRIP?

Contact Person while on Trip: _____ email: _____@k12.wv.us
Phone Number: _____ Cell Number (during trip): _____
Educational Objective _____

1. How will the school ensure that any student not financially able to pay for trip will be able to attend?

TRANSPORTATION

Type of Transportation to be used _____ Is Sub-Driver Required? _____
Bus Operator Taking the Trip _____ Is this an overnight trip? _____
Departure Date & Time: _____
Return Date & Time: _____
Place of Lodging, address, phone for Overnight Trip: _____

- 1. Has Student Roster been submitted to Transportation? _____
- 2. How will the school pay for fuel and bus operator for the trip? _____
- 3. What is the Itinerary for the trip? Include a list if necessary:

MEAL ARRANGEMENTS

- Have School Cooks, and Child Nutrition Department been notified of trip date? _____
- Have they been given the number of students for this trip? _____
- 4. Will students be provided meals on trip (other than school bagged lunch)? _____
- Breakfast and/or lunch? _____ From where? _____
- Name & Address of eatery _____

SAFETY MEASURE & Permission

Will each student be equipped with the name and number of the contact person (listed above) that could be used if the child gets displaced from the group? _____

CHAPERONES / VOLUNTEERS

- How many Substitutes Required? _____
- List who will need a substitute: _____

List BOE Employees taking the Trip:

- 5. List other Chaperones and their titles. _____

APPROVED BY PRINCIPAL _____ Date _____

APPROVED BY BOE _____ Date _____