

Out-of-State Travel Requests  
Board Meeting Date: 9/12/16

Item# 7

Employee	For	Date(s)	Location	Purpose	Funding Source
Linton, Betty	ESE	10/11-13/16	Montgomery, AL	HIPPY Preservice Training-Supervisor's Training	Federal Programs
Lacefield, Roberta	ESE	10/11-13/16	Montgomery, AL	HIPPY Preservice Training-Supervisor's Training	Federal Programs

## Hamilton County School District Trip Request Form

1. Is this trip within the state of Florida?  Yes  No
2. Is this trip 100 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):

- o the completed Agenda Request Form (HCS 3016)
- o the completed trip request form
- o 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:

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

School: Hamilton County H.S. Purpose:  Field Trip  Extra-Curricular Trip  
 Date(s) of Trip: JAN 19-21, 2017 Class or Group: HCHS Middle & High Student Gov't. Assoc.  
 Destination: Washington D.C. City/State: Washington D.C.  
 Departure Time: JAN 19-3 A.M. Return Time: JAN 21, 11 p.m. Number of Students: 30

Cost for students: \$ 440.00 per student Funding source: fundraisers/SGA  
 Cost for transportation: \$ 0 Substitute required?  Yes  No  
 Total cost: \$ 440.00 per person If, "yes," funding source: \_\_\_\_\_

Chaperones

Horacio Perez Sr Christina Mosteller  
April Perez parent pending  
[Signature] 9/9/16

\*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. fundraisers in progress
- 4. The transportation office has been advised of the pending trip (at least 10 workdays prior to the proposed travel date).

Approved  Rejected

Kip M. Leavel  
 Signature of Principal/Administrator 9/9/16  
 Date

Approved  Rejected

\_\_\_\_\_  
 Signature of Superintendent

\_\_\_\_\_  
 Date

Approved by  
 Hamilton County School Board

\_\_\_\_\_  
 Signature of Superintendent

\_\_\_\_\_  
 Date

**Presidential Inauguration 2017**  
**Washington, D.C.**  
**HCHS Student Government trip**  
**1/19/17 - 1/21/17**

HCHS Student Government Association class officers would like to plan to attend the 2017 Presidential Inauguration in Washington, D.C. on January 20, 2017. The details for the trip are as follows:

**COST:**

Transportation:

Bus- \$5950 + DRIVER ROOM - \$150 per person (Mike's Charter Service)     **OR**

Fly- \$167.00 per person

Metro card- \$20 per person

Hotel:

Embassy Suites, Vienna, VA - \$370 per night/ \$185 per person

Food:

Breakfast included; 7 meals minimum 4 @ \$10, 3 @ \$15 - \$85

(this will be an individual decision on how much to bring with \$85 being the minimum; these funds will not be fundraised)

Chaperones:

Depending on the amount of students that participate, we plan to include approximately 6 chaperones. Chaperones will be responsible for their cost.

**TOTAL COST PER PERSON: \$440-\$500**

**TENTATIVE ITINERARY:**

**Thursday, Jan 19**

Depart HCHS @ 3am  
Make stops for breakfast & lunch  
Arrive in Vienna, VA at approximately 6 pm

**Friday, Jan 20**

Leave hotel by 7am  
Take Metro to DC- National Mall to watch swearing in  
Eat lunch  
Watch Inaugural Parade – 2:30 pm  
Possible tour of Pentagon or White House  
Dinner  
Return to hotel to pack

**Saturday, Jan 21**

Depart from hotel @ 9 am  
Make lunch & dinner stops  
Arrive at HCHS @ approximately 11 pm

Metro info: [www.wmata.com](http://www.wmata.com)  
Inauguration info:  
[www.freetoursbyfoot.com](http://www.freetoursbyfoot.com)