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:  HCHS
Date(s) of Trip:  12/18-12/19
Destination:  Daytona State College
Departure Time:  3:00pm
Return Time:  8:30pm
Purpose:  Culinary Arts
Class or Group:
City/State:  
Number of Students:  10
Field Trip  ☐ Extra-Curricular Trip
Cost for students:  $  
Cost for transportation:  $  
Total cost:  $  
Funding source:
☐ Yes  ☐ No
If, "yes," funding source:  420 5300 033 0 0200 5115
Chaperones
Goniene Bell  Gretchen Rogers
*Signature of Teacher/Sponsor
Date  11/28/16

*Teacher/sponsor is responsible for:
1. Obtaining approval from grant administrator if grant funds will be used to pay for trip.
2. Notifying cafeteria manager of trip, either to have lunches prepared or to advise that students will be off
   campus.
3. Obtaining clearance from bookkeeper for costs for trip.
4. Advising transportation office of pending trip (at least 10 workdays prior to proposed travel date).

☑ Approved  ☐ Rejected
Signature of Principal/Administrator  11-30-16

☑ Approved  ☐ Rejected
Signature of Superintendent

Approved by
Hamilton County School Board

Signature of Superintendent

Date

HCS 3030 (Revised 03/14)