

**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):

- 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: HCHS Purpose:  Field Trip  Extra-Curricular Trip  
 Date(s) of Trip: 12/8-9/16 Class or Group: Culinary Arts  
 Destination: Daytona State College City/State: \_\_\_\_\_  
 Departure Time: 3pm Return Time: 8:30pm Number of Students: 10

Cost for students: \$ — Funding source: 420 5300 033 0 0210 B1615  
 Cost for transportation: \$ \_\_\_\_\_ Substitute required?  Yes  No  
 Total cost: \$ \_\_\_\_\_ If, "yes," funding source: F1617

Chaperones

Geniane Bell Gretchen Rogers

GBell \_\_\_\_\_ Date 11/28/16  
 \*Signature of Teacher/Sponsor

- \*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

Key M. Lead \_\_\_\_\_ Date 11-30-16  
 Signature of Principal/Administrator

Approved  Rejected

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

\_\_\_\_\_  
 Date

Approved by  
 Hamilton County School Board

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

\_\_\_\_\_  
 Date