

WELLSBORO AREA SCHOOL DISTRICT
Field Trip Transportation Request Form

OVERNIGHT

1. Teacher: Melanie Berndtson School: WAHS
2. No. of Students: 6 Adults: 1 Class or Organization: Grand Canyon FFA
3. Date of Trip: 3/18-3/20/2018 Destination: SLLC Conference - Sheraton Harrisburg Total Miles: _____
4. Estimated departure time: 7:00 AM From: WAHS
5. Estimated return time (arrival in the district): 4:00 PM
6. Meal Plans (if applicable): Students will pay for meals on way down and back. All other meals will be provided.
7. Is school bus transportation required? Yes No How many? _____
8. Will a coach bus be required? Yes No How many? _____
9. Are private cars to be used? Yes No If yes, how many cars will be used? 1
- Who are the drivers? Melanie Berndtson - School van if possible
- Are all of the cars to be used covered by at least \$50,000 - \$100,000 (preferably \$100,000 - \$300,000) of insurance, and do you have proof? Yes No
10. The district is requested to pay \$ 200 substitute out of the total cost of \$ _____
- Account Code Number _____
11. If the district is not expected to pay all of the costs, what other funds are going to be used?
- FFA Activity _____ Account Code, if appropriate: L8105
- Notes: _____
12. For overnight field trips, a list of Students and Chaperones is attached.
13. A brief itinerary/description of trip is attached.
14. Signature of Teacher: Melanie Berndtson Date Submitted: 9-5-17
15. Principal's Approval: Robt. Z. Ky Date: 9/11/17
16. Superintendent's Approval: Dr. Brenda M. Freeman Date: 9/10/17
17. Received by Transportation Coord.: _____ Date: _____
18. Estimated Cost: _____ Bus Contractor: _____

Distribution:

Original - Superintendent/Transportation Coordinator

Copy 2 - Building Secretary

Copy 1 - Business Office (SS, FS, AA)

Copy 3 - Faculty Member