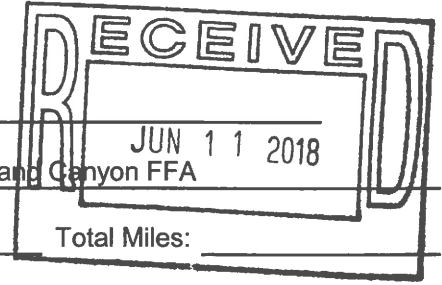


WELLSBORO AREA SCHOOL DISTRICT
Field Trip Transportation Request Form



1. Teacher: Melanie Berndtson School: WAHS
2. No. of Students: 6 Adults: 1 Class or Organization: Grand Canyon FFA
3. Date of Trip: 6/30-7/1/18 Destination: Elk County, Cabin and Kayaking
4. Estimated departure time: 7:00 AM From: WAHS
5. Estimated return time (arrival in the district): 6:00 PM

6. Meal Plans (if applicable): Chapter will purchase food for the retreat

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)

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 \$ _____ out of the total cost of \$ _____

Account Code Number L8/05

11. If the district is not expected to pay all of the costs, what other funds are going to be used?
FFA Account _____ Account Code, if appropriate: _____

Notes: Chapter Officer Retreat 2018

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: 6/7/18

15. Principal's Approval: Robt 2 K Date: 6/7/18

16. Superintendent's Approval: _____ Date: _____

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

Attachment X-3A-2