WELLSBORO AREA SCHOOL DISTRICT Field Trip Transportation Request Form

1.	Teacher: A. Whitney, S. Mack, H. Ladd School: WHS & RLBMS			
2.	No. of Students: 15 Adults: 3 Class or Organization: Student Council			
3.	Date of Trip: 11/7 - 11/9 Destination: Westmont Hilltop High School Total Miles: ~400 miles			
4.	Estimated departure time: 8:30 a.m. on 11/7 From: Wellsboro High School Commons			
5.	Estimated return time (arrival in the district): 3:30 p.m. on 11/9			
6.	Meal Plans (if applicable): Students will purchase meals en route. Meals will be provided at the conference.			
7.	Is school bus transportation required?			
8.	Will a coach bus be required?			
9.	Are private cars to be used? Yes No If yes, how many cars will be used? 1			
	Who are the drivers? Amber Whitney			
	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 \$ 0 out of the total cost of \$ 3432			
	Account Code Number			
11.	1. If the district is not expected to pay all of the costs, what other funds are going to be used?			
	Student council funds Account Code, if appropriate: Student Council Acct			
Notes: Students will pay for registration fees and hotels. Student council will fundraise for transportation.				
12.	12. For overnight field trips, a list of Students and Chaperones is attached.			
13.	13. A brief itinerary/description of trip is attached.			
14.	14. Signature of Teacher: 4/30/19			
15.	15. Principal's Approval: Date: 9/30/19			
16.	16. Superintendent's Approval: 101 Runda M Froem Date: 18/1/19			
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			

Students		
Last Name	First Name	
Barlett	Carys	
Boyce	Kiyah	
Chilson	Alexandra	
Grebill	Caleb	
Kemp	Breighanna	
Ladd	Rosalie	
Lawton	Ezra	
Manning	Melinda	
Mattison	Laney	
Nuss	Hannah	
Pietrzyk	Alina	
Regina	Regan	
Swendrowski	Alexandra	
Swendrowski	Katarina	
Wheeler	Jose	

Chaperones		
Last Name	First Name	
Ladd	Heather	
Mack	Sayward	
Whitney	Amber	