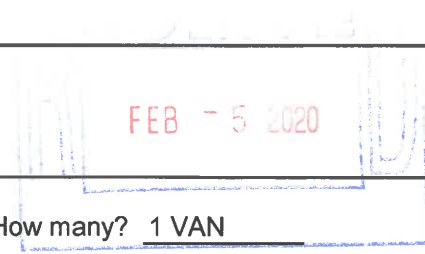


**WELLSBORO AREA SCHOOL DISTRICT  
Field Trip Transportation Request Form**

1. Teacher: Mr. Mack School: WAHS
2. No. of Students: 15 Adults: 2 Class or Organization: Culinary Arts/ Skills U.S.A
3. Date of Trip: 4/22-4/28/20 Destination: Walt Disney world Resort Total Miles: 2302
4. Estimated departure time: 8:00am From: WAHS
5. Estimated return time (arrival in the district): 8:00pm
6. Meal Plans (if applicable): \_\_\_\_\_
7. Is school bus transportation required?  Yes  No How many? 1 VAN
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? James Mack, Sayward Mack
- 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 \$ \$18,000.00
- Account Code Number \_\_\_\_\_
11. If the district is not expected to pay all of the costs, what other funds are going to be used?  
Fundraising/Donations/Perkins/EITC Account Code, if appropriate: \_\_\_\_\_
- Notes: This trip is to the International Culinary Competition and Hospitality Experience for students.
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: \_\_\_\_\_ Date Submitted: 2/4/20
15. Principal's Approval: \_\_\_\_\_ Date: 2/4/20
16. Superintendent's Approval: Brenda M. Freeman Date: 2/6/20
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