

WELLSBORO AREA SCHOOL DISTRICT  
Field Trip Transportation Request Form

Overnight

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APR 30 2024

1. Teacher: Melanie Berndtson School: WAHS
2. No. of Students: 5 Adults: 1 Class or Organization: Grand Canyon FFA/Natural Resources
3. Date of Trip: 5/21-5/22 Destination: Camp Mt. Luther Mifflinburg State Envirothon Total Miles: 180
4. Estimated departure time: 4:00 PM From: WAHS
5. Estimated return time (arrival in the district): 3:00 PM
6. Meal Plans (if applicable): Lunch will be provided
7. Is school bus transportation required? How many? \_\_\_\_\_
8. Will a coach bus be required? How many? \_\_\_\_\_
9. Are private cars to be used? If yes, how many cars will be used? 1  
Who are the drivers? School Van (Melanie Berndtson)
- 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 ?
10. The district is requested to pay \$ 168.68 out of the total cost of \$ 168.68  
Account Code Number \_\_\_\_\_
11. If the district is not expected to pay all of the costs, what other funds are going to be used?  
Account Code, if appropriate: \_\_\_\_\_
- Notes: State Envirothon is reimbursed for field trip costs by the county conservation district, FFA account will pay for hotel,
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: 4/30/24
15. Principal's Approval: St Al Date: 4/30/24
16. Superintendent's Approval: Blair Date: 5/1/24
17. Received by Transportation Coord.: \_\_\_\_\_ Date: \_\_\_\_\_
18. Estimated Cost: \_\_\_\_\_ Bus Contractor: \_\_\_\_\_

Distribution: