

**USD 336
Transportation Request**

Date of Event: _____ Name of Event: _____

Address of Event: _____ Town of Event: _____

Departure Time: _____ Return Time: _____

of Students & Staff: _____ Vehicle Request: _____

Sponsor(s): _____ Group/Grade: _____

Bus Info:

HES: West Parent Zone

Main Parking Lot

HMS: Front bus loading zone

West Gym side

Back of building

HHS: East side by gym

HS Circle Drive

Purpose of event: (Educational, Organizational, Competition)

Is this a required educational event? YES NO

If not, who is responsible for the cost of this event? _____

FEES: Waived Charged

Teacher Signature / Date

Building Administration / Date

COST OF TRIP

Mileage: _____ Driver: _____

Substitute Teacher _____

Total Amount Payable to USD 336: _____

Copies to Building Administrator & Transportation Director for approval

USD #336 STUDENT TRIP REQUEST FORM – Board Approval Form

This form (attach any supplemental information) is to be completed for all trips and proper approval before being any confirmation of the trip activities. If the trip is for the next year, sponsors are required to submit these requests by May 15 for the next year. This allows June BOE approval and inclusion on the district calendar distributed in July.

School/District sponsored student trips that meet any of the following criteria require prior BOE approval.

1. Trips in excess of 90 miles one-way
2. Trips requiring an overnight stay
3. Trips that are related to community service

Check all applicable: **over 90 miles** _____ , **Overnight** _____ , **Community Service** _____

KSHSAA “competitions” are granted prior BOE approval—principals will keep the BOE informed at BOE meetings. KSHSAA “competitions” do not include any FFA/FCCLA/FBLA competitions/activities, Band Trips, Music festivals or Student Council/Clubs/Athletes attending camps, conferences, training, etc.

Requester: _____ Bldg: _____ Date of Request _____
 Description of Trip Activity: _____
 Date of Event: _____
 Begin time: _____
 End time: _____
 Number of Students: _____
 Number of Sponsors: _____

Destination/Location of trip: _____ Number and Times Substitutes needed: _____
 District Curriculum Indicators: _____

Funding Club/Organization: _____

*Attach separate “USD 336 Transportation Request” form!
 Cancel Transportation request if trip denied.*

Estimated Expenses	District	Enter \$ amounts being paid by:		
		Building	Club	Individual
Registrations/Fees: \$ Fee X # Participants	_____	_____	_____	_____
Meals: Number _____	_____	_____	_____	_____
Mileage: Round Trip Miles _____	_____	_____	_____	_____
Lodging: _____	_____	_____	_____	_____
Other: Itemize	_____	_____	_____	_____

SUB-TOTAL ESTIMATED EXPENSES:

TRIP TOTAL:

Principal _____ Date: _____ Comments:

Recommend: Approve / Deny

Approved or Denied

 District Office

 Date

 BOE Meeting Date

Return Copies to – 1st Requester - Principal