



# 2024-2025 LEON COUNTY SCHOOLS FIELD TRIP MANUAL



Shutterstock Raquel Bagnol

**Leon County Schools Transportation Department**  
1156 Capital Circle, SW  
Tallahassee, Florida 32304  
Telephone (850) 488-2636  
Fax: (850) 414-9694

Revised July, 2024



## **Nondiscrimination Notification and Contact Information**

“No person shall on the basis of sex, gender identity, marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

**Wallace Knight, Director**  
Equity Compliance Officer (Employees)  
Title IX Compliance Officer  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7210  
[knightwa@leonschools.net](mailto:knightwa@leonschools.net)  
[knightwa@leonschools.net](mailto:knightwa@leonschools.net)

**Tonja Fitzgerald, Divisional Director**  
Equity Compliance Officer (Students)  
Leon County School District  
2757 West Pensacola Street Tallahassee,  
Florida 32304  
(850) 487-7309  
[fitzgeraldt@leonschools.net](mailto:fitzgeraldt@leonschools.net)

A student or parent alleging discrimination as it relates to  
Section 504 of the Rehabilitation Act may contact:

**Jennifer Benton, 504 Specialist** (850) 487-7317 [bentonj@leonschools.net](mailto:bentonj@leonschools.net)

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## OVERVIEW

The Field Trip Manual is designed to provide guidelines to instruct in the effectual planning of all field trips. It is the intent of the Board and District to provide enriching educational experiences by providing opportunities for students and sponsors to partake in extracurricular activity. The Superintendent or his/her designee has the responsibility for authorizing field trips.

For optimum student benefit, each field trip must be well planned beforehand and thoroughly evaluated after completion. The teacher or sponsor in charge of the group is responsible for the activity just as if it were conducted at school. All students within the class or school group must be given the opportunity to participate in the field trip.

School Board Policy 2340 Field Trips <https://go.boarddocs.com/fla/leon/Board.nsf/Public>

All fields trips are to be properly planned and executed. A well-planned field trip should meet the following criteria:

- A. Supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools.
- B. Develop new interests among students.
- C. Bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational within the student's learning experience.
- D. Afford students the opportunity to study real things and real processes in their actual environment.

Unless unusual circumstances exist, all trips shall start after 9:30 a.m. and end by 1:30 p.m. during regular school days, per ap 2340A, Field Trip Procedures.

Only passengers listed on the field trip roster shall ride the school bus.

## TRANSPORTATION CONTACT LIST

Transportation Administration Building  
1156 Capital Circle, SW  
Tallahassee, Florida 32304

Telephone: 850-488-2636      Fax: 850-414-9694

Fredrick Johnson  
Twanda Paul  
Johnnie Douglas  
Tammy Harris-Hill  
Amos Long  
Alana Gallaher  
Girona Pye

Director II, Transportation  
Executive Assistant Transportation Services  
Director I, Special Operations  
Secretary  
Coordinator, Business Services  
Manager Transportation Operations  
Coordinator, Vehicle Maintenance

**Compounds are open on school days until 6:00 p.m.**

### **Appleyard Compound**

538 Appleyard Drive  
Tallahassee, Florida

Telephone: 850-488-7572      Fax: 850-488-2594

Lacardo Henderson  
Seneca Smith  
Tracy Dawsey  
Rose Marie Fountain  
Sebrina Washington  
Palanski Hayes

Compound Coordinator  
Routes Supervisor  
Routes Supervisor  
Routes Supervisor  
Secretary  
Dispatcher

### **Conner- Lakes Compound**

3601 Conner Boulevard  
Tallahassee, Florida

Telephone: 850-922-6701      Fax: 850-414-1986

Frederick Williams  
Felicia Smith  
Brandi Will  
Erwin Iverson  
Treneasia Parker  
Curtis Jones

Compound Coordinator  
Routes Supervisor  
Routes Supervisor  
Routes Supervisor  
Secretary  
Dispatcher

**Emergency Field Trip Contacts after 6:00 p.m. and weekends only:**

Girona Pye      850-510-3344

**Field Trip Contacts after 6:00 p.m. and weekends only:**

Johnnie Douglas      850-404-4849  
Fredrick Johnson      850-544-0181

**MEMORANDUM****TO:** District, All**FROM:** LCS Transportation**DATE:** July 1, 2024**SUBJECT: Field Trip Rates and Field Trip Start Times****Field Trip Rates****\$ 4.00 per mile****\$ 24.00 per driver per hour**

Please refer to each school's field trip compound assignment chart and the mileage and time chart. These tools will help to assist staff when planning and estimating transportation costs. As a reminder, field trips can only be scheduled from 9:30 am (as the earliest pickup time) to 1:30 pm (as the latest dropoff time back at the school). Evening trips can only be scheduled no earlier than 5:00 pm for pickup. Additionally, field trip bus requests must be submitted through Skyward no less than 14 days from the date of the field trip.

For other questions regarding field trip transportation provided through the Leon County Schools Transportation Department, please contact the following people for further assistance.

Scheduling – Tammy Harris-Hill at [harris-hillt@leonschools.net](mailto:harris-hillt@leonschools.net)

Silvia Walsh-Sanders at [walshs@leonschools.net](mailto:walshs@leonschools.net)

Billing and Trip Costs – Maxine Petty at [pettym@leonschools.net](mailto:pettym@leonschools.net)

We look forward to serving each site and assisting with your transportation needs this school year!

**Fredrick Johnson, Director II**

**Leon County Schools Transportation Department**

**1156 Capital Circle SW. Tallahassee, FL 32304-2998; Phone (850) 488-2636; Fax (850) 414-9694**

*"No person shall on the basis of sex, gender identity, marital status, sexual orientation, race, religion, ethnicity, national origin, age, color, pregnancy, disability, military status or genetic information be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law." No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.*

**"EXCELLENCE BEGINS IN LEON COUNTY SCHOOLS"**

**MEMORANDUM**

**TO:** District, All  
**FROM:** LCS Transportation  
**DATE:** July 1, 2024  
**SUBJECT:** 2024-2025 Field Trip Blackout Dates

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Below is a list of the 2024-2025 LCS Transportation school year blackout dates. Field trips will not be accommodated on these specified days. Additional days may be added if necessary by the Transportation Department, and LCS sites will be notified regarding any date changes. A secondary Memorandum will be sent out during the spring semester to provide 2025 summer blackout dates. Should there be any extenuating circumstances for transportation needed on a blackout date, please contact the Special Operations Coordinator, Mr. Johnnie Douglas, for further discussion.

**2024 - 2025**

August 05-10, 2024

August 12-17, 2024

September 02, 2024

October 03, 2024

October 21, 2024

October 24-25, 2024

November 11, 2024

November 25-29, 2024

December 23-31, 2024

January 01-11, 2025

February 17, 2025

March 10-14, 2025

March 17, 2025

April 18, 2025

May 19-13, 2025

**Transportation Blackout Dates**

Teacher In-Service

First Week of School (**Exception will be high school Jamboree**)

Labor Day Holiday (District Wide)

Fall Holiday (District Wide)

Teacher Planning Day

WOW Career Expo (**AM Only**)

Veterans Day Holiday (District Wide)

Thanksgiving Holiday

Winter Holidays (District Wide)

Winter Holidays and first week in January

Presidents Day Holiday (District Wide)

Spring Break

Teacher Planning Day

Spring Holiday (District Wide)

Last week of School

**May 09, 2025****All Field Trips shall be scheduled before May 09, 2025****Fredrick Johnson, Director II****Leon County Schools Transportation Department****1156 Capital Circle SW. Tallahassee, FL 32304-2998; Phone (850) 488-2636; Fax (850) 414-9694**

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**"EXCELLENCE BEGINS IN LEON COUNTY SCHOOLS"**

## SCHOOLS SERVED BY COMPOUND

The chart below indicates which compound serves what school.

There may be times when a bus is pulled from the other compound to provide the most efficient service.

Appleyard Compound	Conner Lakes Compound
<b>Elementary School</b>	
Astoria Park	Apalachee
Canopy Oaks	Buck Lake
Riley	Chaires
Ruediger	Conley
Sabal Palm	Desoto Trail
Sealey	Gilchrist
Springwood	Hawks Rise
Pineview	Kate Sullivan
Bond	Killearn Lakes
	Roberts
	Hartsfield
	Oak Ridge
	W.T. Moore
<b>Middle School</b>	
Griffin	Cobb
RAA	Deerlake
Fairview	Montford
Nims	Swift Creek
<b>High Schools</b>	
Godby	Chiles
Leon	Lincoln
Rickards	
<b>Specialty Schools</b>	
Gretchen Everhart	
Lively	
Sail	
Ghazvini Learning Center	



## LEON COUNTY SCHOOLS MILEAGE CHART

The chart below should be used to calculate a driver's mileage from the compound to the school. Double the mileage to reflect the driver's travel to and from the Compound.

SCHOOL	ADDRESS	APPLEYARD		CONNER	
		MILEAGE	TIME	MILEAGE	TIME
Apalachee	650 Trojan Trail 32311	9.5	15 mins	1	15 mins
Astoria Park	2465 Altas Road 32303	4.5	15 mins	11	30 mins
Bond	2204 Saxon Street 32310	4	15 mins	7	15 mins
Buck Lake	1600 Pedrick Road 32317	10.5	30 mins	6	15 mins
Canopy Oaks	3250 Point View Road 32303	6.5	15 mins	13	30 mins
Chaires	4774 Chaires Cross Road 32317	15.5	30 mins	8.5	15 mins
Chiles	7200 Lawton Chiles Lane 32312	17	30 mins	11	30 mins
Cobb	915 Hillcrest Street 32308	5.5	15 mins	4.5	15 mins
Conley	2400 E. Orange Avenue 32311	9	15 mins	4	15 mins
Deerlake	9902 Deerlake Road 32312	20.5	30 mins	14.5	30 mins
Desoto Trail	5200 Tredington Park Drive 32309	15.5	30 mins	9	15 mins
Everhart	2750 Misson Road 32304	2	15 mins	8.5	15 mins
Fairview	3415 Zillah Street 32305	7	15 mins	6.5	15 mins
Fort Braden	15100 Bloutstown Hwy 32310	12	30 mins	21.5	30 mins
Gilchrist	1301 Timberlane Road 32312	12.5	30 mins	6.5	15 mins
Godby	1717 W. Tharpe Street 32303	3.5	15 mins	8	15 mins
Griffin	800 Alabama Street 32304	5	15 mins	6	15 mins
Hartsfield	1414 Chowkeebine Nene 32301	6.5	15 mins	4	15 mins
Killearn Lakes	8037 Deerlake Drive 32312	18.5	30 mins	12	30 mins
Leon	550 E. Tennessee Street 32308	5	15 mins	5	15 mins
Lincoln	3838 Trojan Trail 32311	9	15 mins	1	15 mins
Lively & Tapp	500 N. Appleyard Drive 32304	1	15 mins	10	30 mins
Montford	5789 Pimlico Drive 32309	17	30 mins	9.5	15 mins
Moore	1706 Dempsey Mayo Road 32308	9.5	15 mins	4	15 mins
Nims	723 W. Orange Avenue 32310	6	15 mins	7	15 mins
Oakridge	4530 Shelfer Road 32305	9.5	15 mins	8.5	15 mins
Pineview	2230 Lake Bradford Rd. 32310	4	15 mins	8	15 mins
RAA	401 W. Tharpe Street 32303	5	15 mins	6	15 mins
Rickards	3013 Jim Lee Road 32301	6.5	15 mins	5.5	15 mins
Riley	1400 Indiana Street 32304	3.5	15 mins	7	15 mins
Roberts	5777 Pimlico Drive 32309	17	30 mins	9.5	15 mins
Ruediger	526 W. 10th Avenue 32302	5	15 mins	6	15 mins
Sabal Palm	2813 Ridgeway Street 32304	1.5	15 mins	10	30 mins
Sail	2006 Jackson Bluff Road 32304	2	15 mins	8	15 mins
Sealey	2815 Allen Road 32312	6	15 mins	11	30 mins
Ghazvini Learning Center	854 Bloutstown Hwy 32304	2	15 mins	12.5	30 mins
Springwood	3801 Fred George Road 32303	4.5	15 mins	12	30 mins
Sullivan	927 Miccosukee Road 32308	6	15 mins	4.5	15 mins
Swift Creek	2100 Pedrick Road 32317	12	30 mins	6.5	15 mins
Woodville	9373 Woodville Hwy 32305	14	30 mins	12	30 mins

## ESTIMATED COST OF FIELD TRIP

See Leon County Schools Mileage Chart – page 14

Part of Trip	# of Miles	Multiply	\$4.00 Per Mile	Amount
Bus Compound to Your School Site		*		\$
School Site to Trip Destination		*		\$
Trip Destination back to School Site		*		\$
School Site to Bus Compound		*		\$
Number of Hours		*	\$24.00 for Driver	\$
Estimated <b>Transportation</b> Cost of Field Trip				\$
Entry Fee per Student		*	Number of Students	
				\$
Less Donations	-			\$
<b>TOTAL ESTIMATED AMOUNT OF FIELD TRIP</b>				\$

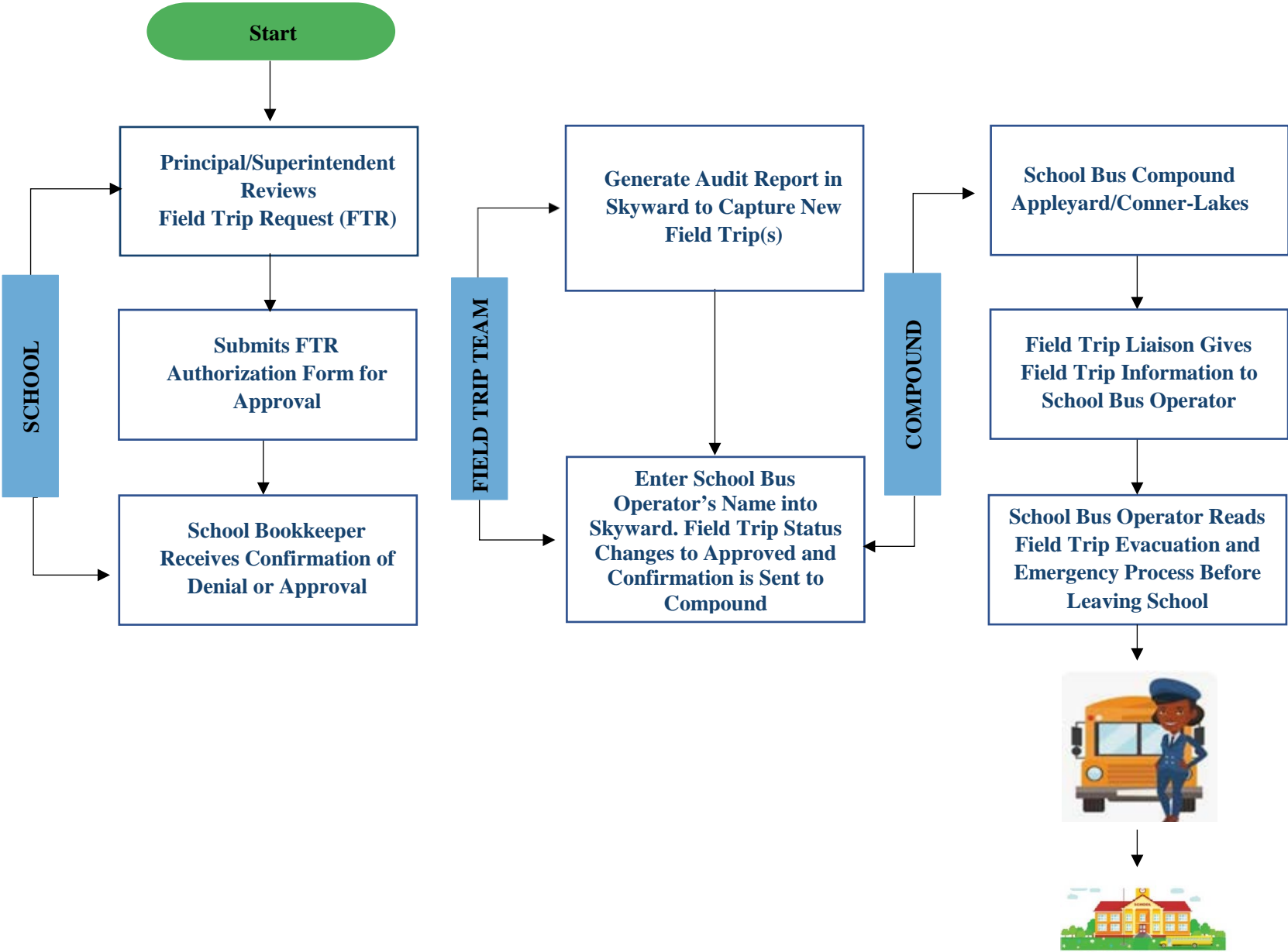
## STEPS TO A SUCCESSFUL FIELD TRIP

1. Planning is the first step to having a successful field trip. Detailed attention should be given to every part of the field trip.

As you plan for the field trips, consider the following:

- a. Date and location of field trip and transportation arrangements;
  - b. Ask yourself, “how the trip will support the curriculum or area of study?”;
  - c. Knowing the answers to these questions will most likely achieve the approval from the administrative team;
  - d. What teaching methods will be used;
  - e. What opportunities for hands on experiences;
  - f. Pre -visit the activity site or find out as much information as possible;
  - g. Complete a follow up to make sure everything is in order;
  - h. Evaluate the trip and activity, and understand what the policies and procedures are governing the field trip activity;
  - i. Identify some expected outcomes of the trip;
  - j. Do some of the concepts align with the classroom studies?
2. Apply for administrative approval from department chairperson, principal and Divisional Director; this may include filling out the School Field Trip Packet.
  3. Know the time frame the field trip packet has to be turned into the bookkeeper/field trip coordinator. All fields shall be turned into Transportation **14** days before the field trip.
  4. Prepare permission forms to be signed by parent or guardian. The form must include, at a minimum, the following information:
    - a. Nature of the field trip;
    - b. The date(s) and time(s) of the field trip;
    - c. Specific location(s) and type(s) of establishment(s) to be visited;
    - d. Mode(s) of transportation;
    - e. Method of student supervision provided, such as anticipated number of chaperones;
  5. Plan for meal or snack if needed;
  6. Develop itinerary for the day;
  7. Arrange for special equipment, if needed;
  8. Prepare name tags for students and chaperones;
  9. Send out signed parent or guardian permission forms;
  10. Parental permission form, medication permission, and parent’s signature;
  11. Provided alternative arrangements for students not participating in the trip;
  12. Inform cafeteria if the students will or will not need lunch;
  13. Submit a list of students attending the field trip to the appropriate personnel;
  14. Create a list of the students’ names and phone numbers in case of an emergency;
  15. The day before the trip, check for all signed permission slips and money;
  16. Explain to the students the school bus rules and behavior away from the school.

# FIELD TRIP PROCESS WORKFLOW



## FIELD TRIP PROCESS

1. School personnel initiates the field trip by filling out the Leon County Schools Field Trip Authorization Form (See Appendix)
2. School personnel sends form to Principal/Designee for approval of Field Trip.
3. Upon approval, the form is sent to the School Bookkeeper.
4. Bookkeeper enters approved field trip into Skyward **14 days** prior to trip.

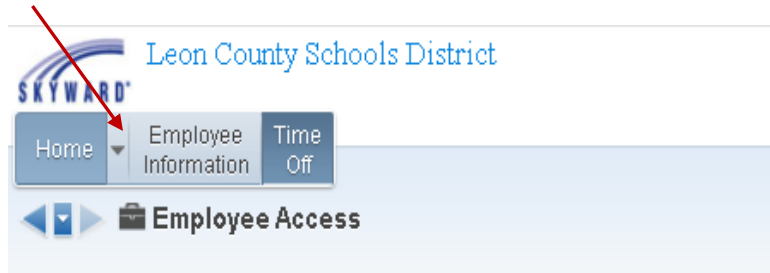


NOTE: Any field trip requested outside the **14-day** window will be denied.

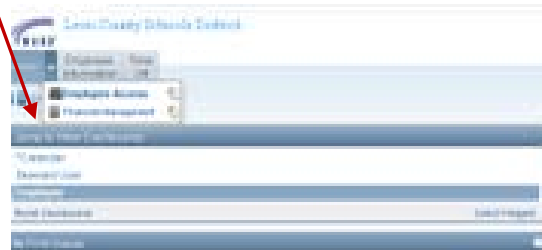
## HOW TO REQUEST A LCS BUS FOR FIELD TRIPS IN SKYWARD

Bookkeeper enters approved field trip into Skyward **14 days** prior to trip.

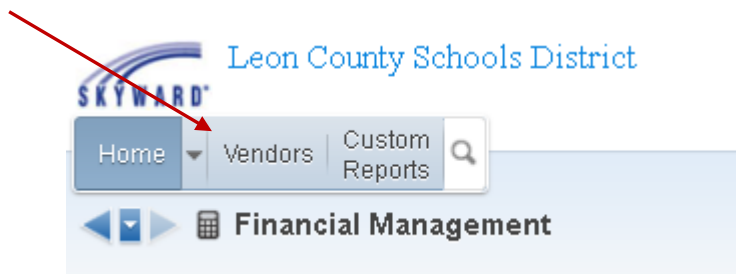
1. Click on drop down arrow in Skyward.



2. Click on Financial Management from the drop -down arrow.



3. Click on Vendors.



4. Click Vendors Profile.

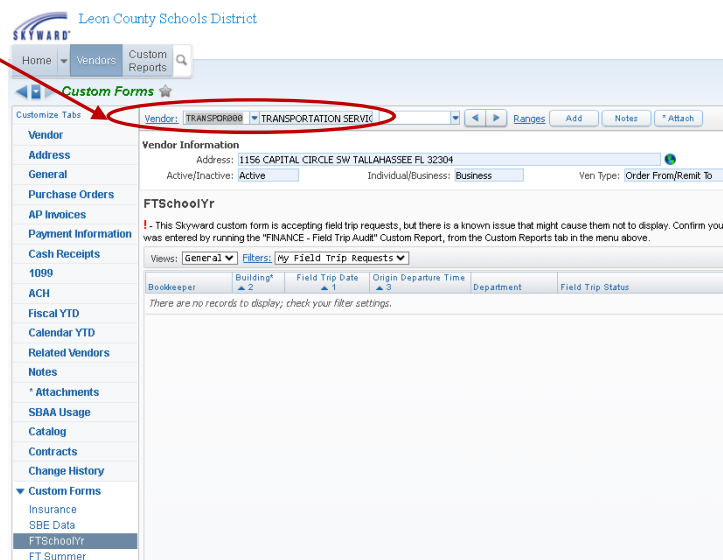


5. Click Vendors Profile from Recent Programs.



6. Click on FTSchoolYr.

7. Check to make sure Vendor is set to Transportation Services.



NOTE: Ensure Vendor is set to TRANSPORTATION SERVICES if not Transportation **WILL NOT** see your field trip bus request.

8. Click Vendor Hyperlink if Transportation Services does not automatically populate. The Advanced Vendor Look Up Window will open.
9. Click search under the Advanced Vendor Lookup or type the first five (5) letters.

Vendor: TRANSPORT000 TRANSPORTATION SERVICE

Advanced Vendor Lookup - WFW\WB\CF - 31473 - 05.24.06.00.02 - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsfinleoncofl/fvenlook001.w

**Advanced Vendor Lookup**

**Vendor Filters**

Last Name(Indiv)/1st Name (Bus) Begins: Trans Search

First Name(Indiv)/2nd Name (Bus) Begins: Reset

Middle Name Begins:  ☐ Use Vendor Ranges ?

Contact:

AP Contact:

PO Contact:

Phone (1,2,3):

**Single Vendor Lookup**

Full Name (First Middle Last):

Full Name (Last First Middle):

Name Key:

Vendor ID:

SSN:

Last 4 SSN:

TIN/EIN:

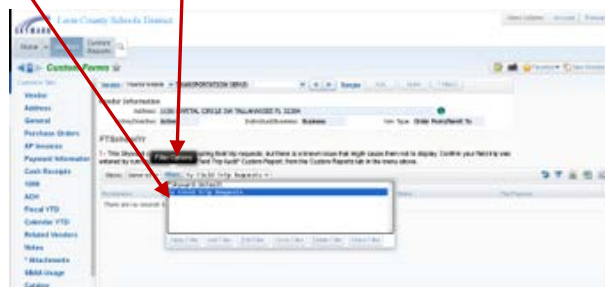
**Vendors**

Last Name / Individual 1st Name / Business	First Name / Individual 2nd Name / Business	Middle Name	Name Key	Vendor ID	SSN	TIN/ EIN	1st Phone	
TRANS AMERICAN PRODUCTS	PGF INC		TRANS A0000	716467		95-2916220	(800) 423-5123	J
TRANS/AIR MFG			TRANS/AI000			23-2201348	(717) 216-2627	K
TRANSACTION POINT,LLC			TRANSACT000	814377		46-0873934	(800) 396-7301	C
TRANSARCTIC OF SOUTHERN GEOR			TRANSARC000			65-1229848	(519) 539-6628 EXT. 226	J
TRANSARCTIC OF SOUTHERN GEOR			TRANSARC001	892244		65-1229848	(519) 539-6628 EXT. 226	J
TRANS DIESEL			TRANSDIE000			59-3752578	(352) 732-3699	M
TRANSFR INC			TRANSFR 001	726255		82-3079864	(203) 552-2160	A
TRANSPARENT LANGUAGE INC			TRANSPAR000	316761		02-0439400	(603) 262-6354	C
TRANSPORT EQUIPMENT COMPANY			TRANSPOR001			58-1418980	(229) 435-0254	A
TRANSPORTATION CONTROL SYSTE			TRANSPOR002			59-1673144	(813) 630-2800	B
TRANSPORTATION SERVICES			TRANSPOR000				(850) 488-2636	M
TRANSPORTATION SOLUTIONS & LIC			TRANSPOR006	428591		82-1939113	(954) 816-1686	K

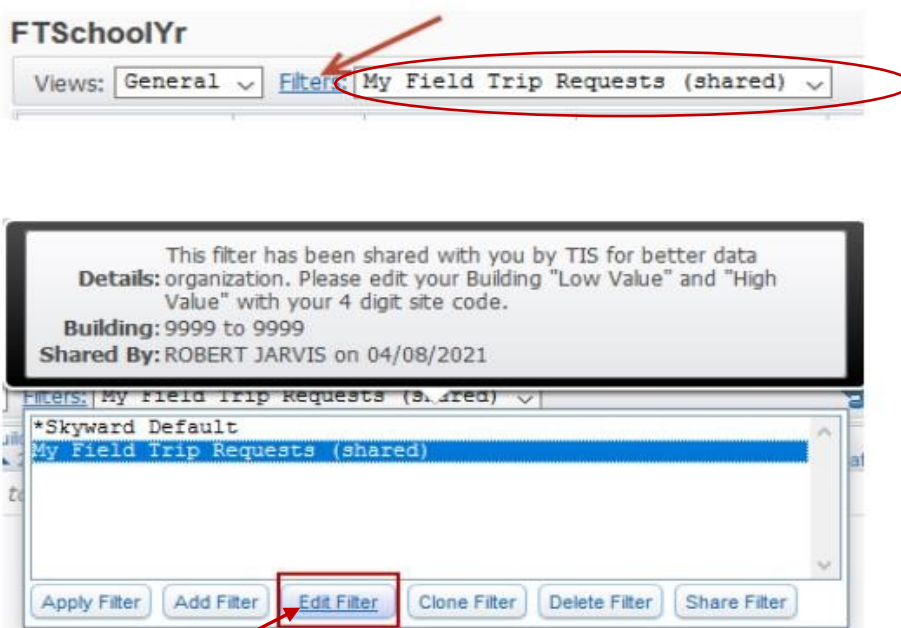
Select

10. Click select.

11. Click the dropdown arrow next to filters.
12. Click My Field Trip Requests. This shows you all trips by default. This allows you to edit and customize field trips at the individual sites.



13. Click on Filters hyperlink next to the dropdown arrow to bring up the Filters Menu.
14. Select My Field Trip Request.



15. Click Edit Filter this will configure the filter for the school site.



16. Replace the 9999 entry in the Low and High Value with the 4-digit school code.
17. Click Save and Apply Filter.

### Modify Filter

#### Filter Information

Browse View:

\* Filter Name:

Filter Details: This filter has been shared with you by TIS for better data organization. Please edit your Building "Low Value" and "High Value" with your 4 digit site code.

☐ This is a temporary filter. When checked, this filter is deleted the next time you log into Skyward on the web.

#### Browse Options

Number of Locked Columns:

☐ Display Totals Count Only

#### Column Display Options and Filters

Move	Label	Display	Width	Low Value	High Value	
	<input type="text" value="Bookkeeper"/>	<input checked="" type="checkbox"/>	<input type="text" value="43%"/>	<input type="text"/>	<input type="text" value="zzzzzzzzzzzzzzzzzzzz"/>	<a href="#">Reset</a>
	<input type="text" value="Building"/>	<input checked="" type="checkbox"/>	<input type="text" value="50%"/>	<input type="text" value="9999"/>	<input type="text" value="9999"/>	<a href="#">Reset</a>

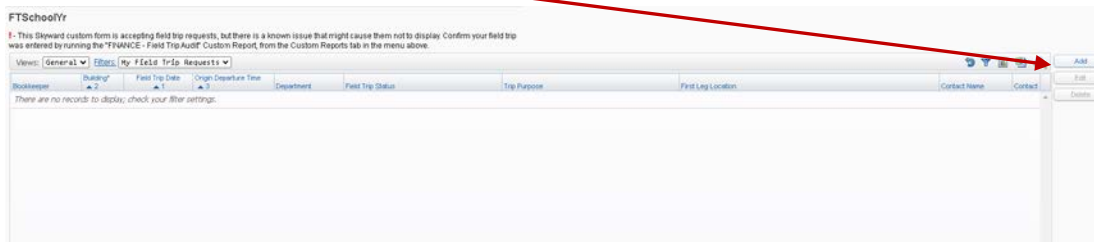
[Save and Apply Filter](#)  
[Reset](#)  
[Back](#)



Note: Once your filter is configured for the school site. You are ready to add your first Field trip bus request. \*\*Remember that the request is only for buses owned and operated by Leon County Schools Transportation.

## ADDING A NEW FIELD TRIP

1. Click Add.



FTSchoolTrk

1- This Steward custom form is accepting field trip requests, but there is a known issue that might cause them not to display. Confirm your field trip was entered by running the "FINANCE - Field Trip Audit" Custom Report, from the Custom Reports tab in the menu above.

Views: General | **Filter: My Field Trip Requests**

Bookkeeper	Building	Field Trip Date	Origin/Departure Time	Department	Field Trip Status	Trip Purpose	First Leg Location	Contact Name	Contact	Details
There are no records to display; check your filter settings.										

Buttons: Add, Edit, Delete



Note: All requests must be made at least **14** days in advance.

## FILLING OUT THE FIELD TRIP REQUEST

1. Ensure that the current school is selected.
2. Trip Status - Click on the drop-down arrow and select pending.
3. Enter the site number for the school (It is a four (4) digit code).
4. Enter the Department- Make this field descriptive and specific. This field is used for reporting and invoicing.

### Leon County Schools Internal Field Trip Request Form

*(This form is only for requesting transportation services from Leon County Schools Transportation Department)*

**All requests must be made at least **14** days in advance.**

*\* denotes a required field..*

School Year\*:

2024-2025 ▼

Trip Status\*:

Pending ▼

#### Field Trip Contact Information

Site Number\*:

0021 ▼

Contact Name\*:

John Doe

Bookkeeper\*:

School Bookkeeper

Contact Phone\*:

555-5555

Department\*:

Football

Trip Purpose:

Football game against Chiles

#### Account Number / Coding Strip\*

FUND

TYPE

FUNC

OBJ

BUILD

PROJ

SUBPROJ

PROG

1100

E

7200

9300

0021

0000

0000

0000

#### Field Trip Passenger Information

Number of Students\*:

50

Number of Wheelchair Riders:

0

Number of Adults\*:

3

Total Number of Passengers\*:

53

#### Field Trip Vehicle Information

Bus Type\*:

81-capacity ▼

Additional Bus Type:

▼

Bus Quantity\*:

1A

Additional Bus Quantity:

0

## FIELD TRIP ITINERARY INFORMATION

1. Next fill out the itinerary information.

### Field Trip Itinerary Information

#### Origin

Field Trip Origin Site Number\*: 0021 ▾

Field Trip Date\*: 4/30/2021

Departure Time\*: PM 05:00 ▾

#### First Trip Leg

First Leg Name\*: Gene Cox Stadium

First Leg Address\*: 601 Paul Russell Rd.  
Tallahassee, FL 32301

Estimated Arrival Time: ▾

Estimated Departure Time: ▾

2. First Leg – A field trip with one destination. Fill out the top part only. One destination = origin and one leg



3. Second Trip Leg – Multiple trip legs are only required if your field trip has multiple destinations.



Museum – First Leg

Pizza Place – Second Leg

Second Leg Name:

Second Leg Address:

Estimated Arrival Time:  Estimated Departure Time:

**Third Trip Leg**

Third Leg Name:

Third Leg Address:

Estimated Arrival Time:  Estimated Departure Time:

**Fourth Trip Leg**

Fourth Leg Name:

Fourth Leg Address:

Estimated Arrival Time:  Estimated Departure Time:

- Click Save when you are done. The request form will close and a row will be added into the FTSchoolYr custom form table.

Name: **TRANSPORTATION SERVICES** Vendor Type: **Order From/Remit To** Individual/Business: **Business**

Return

Return Destination Site Number\*:

Estimated Arrival Time:

Additional Comments

Click "Save" when you are done

Save  
Save and Print  
Back

Thank you for requesting field trip transportation through Leon County Schools Transportation.  
Please save this form to submit your request to the Field Trip Office.

**DO NOT FILL OUT ANYTHING PASS THIS LINE**

## VIEWING THE TRIP STATUS



The screenshot shows a web application interface for viewing field trip requests. At the top, there is a filter dropdown menu labeled 'Filters: My Field Trip Requests'. Below this is a table with the following columns: Building\*, Field Trip Date, Origin Departure Time, Department, Field Trip Status, and Trip Purpose. A red arrow points to the 'Field Trip Status' column header. The table contains four rows of data.

Building*	Field Trip Date	Origin Departure Time	Department	Field Trip Status	Trip Purpose
0021	10/15/2020	PM 05:00	JV Football	Canceled	JV Football vs. Rickards High 10/15/20
0021	10/16/2020	PM 05:00	Varsity Football	Billed	V Football vs. Lincoln 10/16/20
0021	10/22/2020	PM 05:00	JV Football	Canceled	JV Football vs. Lincoln High 10/22/20
0021	10/30/2020	PM 05:00	Varsity Football	Billed	Varsity vs. Rickards High 10/30/20

**Field Trip Status:** Indicates the stage that the Field Trip Request is in. Transportation will change the status at different intervals of the field trip request.

The following statuses are:

- Pending – Request is awaiting approval by the Field Trip Office.
- Approved– Request is approved by the Field Trip Office.
- Denied – Request cannot be approved and the Field Trip Office will contact you.
- Canceled–Field trip cancellation has been acknowledged.
- Completed – Field Trip Office inputs mileage and hours received from compound. An invoice is sent to the school's bookkeeper for review. Any discrepancies are sent to the Field Trip Office within 7 days.
- Billed – A journal entry has been made by the Field Trip Office.

## CANCELING REQUESTS

To cancel the field trip request **you must** email the Special Operations Department at least **24 hours** before the scheduled field trip begins.

**Do NOT use the Delete button in Skyward to cancel a trip.**



Please email **cancelations** to the following emails:

**Tammy Harris-Hill** -[harris-hillt@leonschools.net](mailto:harris-hillt@leonschools.net)

**Silvia Walsh-Sanders** -[walshs@leonschools.net](mailto:walshs@leonschools.net)

**\*\*Failure to cancel a trip will result in an invoice of \$48 plus mileage from compound to school site and school site back to compound\*\***

# FIELD TRIP EVACUATION AND EMERGENCY PROCESS



## Field Trip Information Sheet

### LEON COUNTY SCHOOLS FIELD TRIP EMERGENCY EVACUTION PROCESS

Trip Date:  
Site Number:  
Department:

DRIVER:	FIELD TRIP #:	DATE:

In order to ensure the safety of each school bus passenger that is transported by the Leon County Schools Transportation Department, on a field trip, it is important and required that the driver explain the evacuation and emergency process before leaving the pickup location or school site. A roster of passengers shall be provided to the driver by the school for all passengers and chaperones riding the bus.

### SCRIPT EXAMPLE:

Introduce yourself; I am \_\_\_\_\_ your driver for Field Trip ##### going to (Location), the sponsor/teacher is: (Jane Doe). We all know that a school bus is one of the safest means of transportation. However, emergencies may happen, so for all of us to be prepared, I need to explain some of the procedures you and I must follow in the event of an emergency.

1. Ask the Sponsor or chaperone the following: a) to introduce themselves; b) to seat themselves strategically throughout the bus to assist with monitoring the passenger's behavior; c) to be part of the evacuation team and to assign four (4) students as part of the team; two for the front and two for the rear of the bus.
2. Discuss and point out the location of the following safety items: a) fire extinguisher; b) first aid kit; c) warning reflectors; d) emergency door and windows;
3. Show the team the following: a) how to set the parking brake; b) how to turn off the engine; c) how to turn on the hazard warning signals; d) how to open the doors, to include safety releases on manual or vacuum doors if equipped; e) how to use the radio and report the incident to the transportation department;
4. Go over railroad grade crossing and what the passengers are expected to do;
5. Assign an evacuation team member to lead passengers to a safe location at least 100 feet from the bus;
6. Assign one of the front evacuation team members to take the first aid kit and the second front team member to take the fire extinguisher and stand outside the bus next to the front door to assist passengers exiting the bus;
7. Assign the two rear evacuation team members to stand outside the rear and/or side emergency door(s) to assist the passenger exiting the bus;
8. Instruct passengers to keep the aisles clear at all times and not to block emergency exits;
9. Passengers should leave all belongings on the bus and exit quickly;
10. The driver and the sponsor shall both walk through to make sure all passenger are off the bus; use the roster to account for each person;
11. Signatures of both the driver and sponsors are required on the form to acknowledge that information was given.

\_\_\_\_\_  
Driver Signature

\_\_\_\_\_  
Sponsor/Chaperone Signature

\_\_\_\_\_  
Date

Updated: 6-25-24

## SUMMER REQUESTS

All summer camp requests must be entered into Skyward no later than May 16, 2025 (see page 19 Field Trip Process).





## **APPENDICES:**

Appendix A: Policy 2340 FIELD TRIPS

Appendix B: Policy 8640 - TRANSPORTATION FOR FIELD AND OTHER  
DISTRICT. SPONSORED Trips

Appendix C: AP 2340A – FIELD TRIP PROCEDURES

Add: AP 2340G – FIELD TRIP BUS REQUEST PROCEDURES

## 2340 FIELD TRIPS

Appendix E: Field Trip Authorization Request Book	Policy Manual
Section	2000 Program
Title	Field Trips
Code	po2340
Status	Active
Legal	F.S. 1001.43
Adopted	September 4, 2012

The School Board recognizes that field trips, when used for teaching and learning integral to the curriculum, are an educationally sound and important ingredient in the instructional program of the schools. Properly planned and executed field trips should:

- A. supplement and enrich classroom procedures by providing learning experiences in an environment outside the schools;
- B. develop new interests among students;
- C. bring the resources of the community - natural, artistic, industrial, commercial, governmental, educational - within the student's learning experience;
- D. afford students the opportunity to study real things and real processes in their actual environment.

For purposes of this policy, a field trip shall be defined as any planned journey for one or more students away from District premises, which is an integral part of a course of study and is under the direct supervision and control of an instructional staff member or any advisor as designated by the Superintendent.

School personnel shall not accept any form of compensation from vendors that might influence their recommendation on the eventual selection of a location for, or a vendor that will provide transportation to, a field or other District-sponsored trip. Furthermore, school personnel shall not accept any compensation from a vendor after a decision has been made regarding the location for, or a vendor that will provide transportation to, a field or other District-sponsored trip. In addition, school personnel who recommended the location for, or a vendor that will provide transportation to, a field or other District-sponsored trip shall not enter into a contractual arrangement whereby an individual staff member receives compensation in any form from the vendor that operates the venue for, or provides the transportation to, a field or other District-sponsored trip for services rendered.

The Superintendent shall approve all trips.

Students may be charged fees, including, but not limited to, admission fees, for District-sponsored trips, but no student shall be denied participation for financial inability, nor shall nonparticipation be penalized academically.

Students on all District-sponsored trips remain under the supervision of this Board and are subject to the District's policies.

The Board does not endorse, support, or assume liability in any way for any staff member, volunteer, or parent of the District who takes students on trips not approved by the Superintendent. No staff member may solicit students of this District for such trips within the facilities or on the school grounds of the District without permission from the Superintendent. Permission to solicit neither grants nor implies approval of the trip. Such approval must be obtained in accordance with the District's policies for Extended Trips.

The Superintendent shall prepare administrative procedures for the operation of both field and other District-sponsored trips, including athletic trips, which shall address:

- A. the safety and well-being of students;
- B. parental permission is sought and obtained before any student leaves the District on a trip;
- C. each trip is properly planned, and if a field trip, is integrated with the curriculum, evaluated, and followed up by appropriate activities that enhance its usefulness;
- D. each trip is properly monitored;
- E. student behavior while on all field trips complies with the Student Code of Conduct and on all other trips complies with an approved code of conduct for the trip;
- F. a copy of each student's Emergency Medical Authorization Form is in the possession of the staff member in charge;
- G. provisions have been made for the administration of medication to those students for whom medications are administered routinely while at school;
- H. provisions have been made at the trip destination and in transportation, if and when required to accommodate students with disabilities.

Effective 9/5/12

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## 8640 TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS

Book	Policy Manual
Section	8000 Operations
Title	TRANSPORTATION FOR FIELD AND OTHER DISTRICT-SPONSORED TRIPS
Code	Po8640
Status	Active
Legal	F.S. 1006.21,1006.22
Adopted	September 4,2012

It shall be the policy of the School Board to use regular or special-purpose school vehicles for transportation on field and other District-sponsored trips.

The transportation for all field and other District-sponsored trips is to be by vehicles owned or approved by the District and driven by approved drivers. Exceptions must have the approval of the Superintendent.

The Superintendent is authorized to establish transportation costs for school related and non-school related field trips. The transportation costs shall be reviewed annually by the Superintendent. Such information can be found in the *Leon County Schools Transportation Department Field Trip Manual*.

Transportation may be limited by the availability of vehicles, drivers, and scheduling and will not be available when needed for general school purposes.

Effective 9/5/12

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## 2340A -FIELD TRIP PROCEDURE

Book	Procedures Manual
Section	2000 Program
Title	FIELD TRIP PROCEDURES
Code	ap2340A
Status	Active
Adopted	June 20, 2013
Last Revised	January 22, 2024

### Purpose

To provide steps to be followed to arrange field trips or Community Based Instruction (CBI) trips for students.

### Procedures

Parent/Guardian permission and medical release forms must be on file for all students on the trip. For students on CBI trips a completed authorization/waiver must be on file at the school and a copy taken on the trip by the adult in charge.

Adequate chaperones/sponsors/staff must be arranged. (Please see Student Activities Handbook, Sections 19-10 through 19-13, for qualifications, requirements, ratios, and restrictions on tobacco use related to chaperones.) Adults certified in first aid and CPR by a nationally recognized certification agency (i.e., Red Cross or American Heart Association) should accompany any group in an outdoor activity field trip. Chaperones must ride in the District provided vehicles transporting students unless unusual circumstances justify an exception that is approved by the Principal. Drivers of non-district vehicles must provide a copy of current driver's license and insurance coverage. All chaperones, regardless of manner of transportation, and non-District staff who accompany school-sponsored field trips on a District-provided bus shall first complete a District volunteer form (<https://volunteers.leonschools.net/>) and be approved. Anyone who is not approved may appeal in accordance with Policy 9130 - Public Complaints.

The principal shall schedule a general field trip health-related training session, which shall be up to thirty (30) minutes in length, for the faculty prior to the first field trip being offered during each school year and at least prior to the end of first semester.

At least two (2) weeks prior to a field trip, the Principal shall submit a Field Trip Authorization Request to the School Divisional Director. A copy of this form shall also be provided by the Principal to the School Nurse assigned to provide oversight to the school. The School Divisional Director will provide a copy of the approved form to the Leon County Health Department Supervisor of School Health.

In order to support health needs during a field trip, the principal may require a staff member certified in first aid and CPR by a nationally recognized certification agency (i.e., Red Cross or American Heart Association) is placed on each bus. Additionally, at least one (1) staff member trained in medication administration shall be in attendance on the field trip.

In the event that a student with a major illness, including but not limited to: diabetes, asthma, allergies, seizures, is expected to attend the field trip, child-specific training shall be scheduled with the school nurse assigned to the school at least ten (10) school days prior to the date of the trip.

Prior to each field trip, school staff assigned to the school health room shall collaborate with the school nurse to prepare medication for the fieldtrip according to the Policy 5330 - Use of Medication and AP 5330 - Use of Medications.

All out-of-state trips require the Superintendent's prior approval.

Out-of-state or overnight in-state trips require submission of itinerary, list of chaperones and student and local phone number to call if delay or problems occur. District funds may not be expended to pay the transportation, lodging and other expenses of chaperones who are not District employees. With the approval of the principal, exceptions may occur when chaperones who are not District employees

must be recruited to ensure compliance with the required chaperone/student ratio. This must be noted by the principal when travel forms are submitted. Any other exceptions related to the requirement that non-District employees pay their own expenses must be approved in advance by the principal, and the reason for the exception noted on the travel form.

CBI trips can occur only in Leon County. All students shall have specific goals and objectives tied to activities that will take place on the trip, and data collection shall occur on outings.

Boating field trip activities are permitted only with strict supervision.

- A. For elementary students, boating activities are permitted only when all of the following notification and safety precautions are taken:
  - 1. The boat must have a stable platform, such as a flat-bottom boat.
  - 2. The boat must be surrounded by a caging bar.
  - 3. One (1) size-appropriate U.S. Coast Guard-approved life vest must be available for every passenger.
  - 4. Ensure that the owner/operator of the boat has appropriate and adequate insurance coverage.
  - 5. A vendor or school employee trained and certified in water rescue, first aid, and CPR by a nationally recognized certification agency (i.e., Red Cross or American Heart Association) must be physically present on the boat.
  - 6. At least one (1) adult associated with the field trip must accompany every five (5) students on the boat.
  - 7. Provide adequate notification describing the specific conditions of the boating activity and obtain permission from parents/guardians.
- B. For secondary students, boating activities are permitted only when all of the following notification and safety precautions are taken:
  - 1. One (1) size-appropriate U.S. Coast Guard-approved life vest must be available for every passenger.
  - 2. Ensure that the owner/operator of the boat has appropriate and adequate insurance coverage.
  - 3. "Man overboard" drill must be conducted when participants initially depart from dock area for offshore sailing or boating.
  - 4. Adult supervision and availability of motorized rescue boat must be provided for students in sailboats, canoes or other non-motorized craft.
  - 5. Provide adequate notification describing the specific conditions of the boating activity and obtain permission from parents/guardians.

Swimming field trip activities are prohibited for elementary students during the regular school year and are discouraged for most secondary.

- A. In cases when secondary school principals determine that swimming field trip activities are appropriate, Principals are required to ensure strict adherence to and documentation of the following procedures:
  - 1. One (1) lifeguard or Red Cross-certified adult in a controlled swimming area; at least one (1) lifeguard per fifteen (15) students in a non-controlled area.
  - 2. Written permission from a parent/guardian.

3. Adequate notification describing the specific conditions of the swimming activity.

B. For elementary students attending summer camps, swimming field trip activities are permitted only with strict adherence to and documentation of the following procedures by the Principal:

1. One (1) lifeguard or Red Cross-certified adult in a controlled swimming area; at least one (1) lifeguard per ten (10) students in a non-controlled area.
2. Written permission from a parent/guardian.
3. Documentation of swimming proficiency. In lieu of documentation, parent/guardian permission must include a statement asserting that student is a proficient swimmer.
4. Adequate notification describing the specific swimming activity.

All field trips and community-based instruction (CBI) trips shall be of an educational nature.

Unless unusual circumstances exist, all trips shall start after 9:30 am and end by 1:30 pm during regular school days.

General field trip funds will be allocated by an approved formula and placed in the individual school budgets. Special programs or projects may also support field trip or community-based instruction activities from their cost center/project funds.

Out-of-town charges are:

A. **Overnight** - Actual mileage at the established rate will be charged to the school's program. In addition:

1. **Meals** - All meals will be reimbursed to the driver by the District and charged to the school/program at the standard approved out-of-town rates.
2. **Lodging** - The school/program is responsible for reserving individual lodging for the driver equal to that of the sponsor. Lodging will be reimbursed to the driver at the actual rate or as part of per diem. Schools may, however, make arrangements to pay the hotel, but not the driver, directly.
3. **Compensation** - Driver's pay will be calculated for the time from departure to delivery of students to overnight lodging; eight (8) hours per full day away, plus any additional stand-by or driving beyond 5:00 pm; and from 8:00 am (or departure time if earlier) to return time plus thirty (30) minutes for bus maintenance. All costs will be charged to the school or program.

B. **Day Trips** - Actual mileage at the established rates plus meals at the standard approved out of town rates, reimbursed to the driver by the District, will be charged to the school or program.

All travel vouchers must be submitted by the driver to the school/program, coded and approved, and sent by the school/program to the Finance Department for reimbursement.

Additional information may be required by the school, program, project or department funding the field trip.

All special activities or special programs, including co-curricular activities, are required to follow these or the co-curricular handbook guidelines, or have specific written plans approved by the site administrator.

## **Chaperones on Overnight Field Trips**

The Board seeks to offer students the educational enrichment of overnight field trips that may require chaperones to assist in making this opportunity available to students in a safe manner. For purposes of this Procedure, a chaperone is any District-approved volunteer attending any activity or traveling with students on an overnight field trip.

The Board authorizes the Superintendent to approve volunteers to assist as chaperones on overnight field trips following the submission of an application, successful completion of a Level 2 background check as provided herein, and upon successful completion of chaperone orientation. The cost of the level 2 background check shall be borne by the applicant.

Any chaperone of an overnight field trip shall successfully undergo a Level 2 background check. The Level 2 background check requirement applies regardless of whether the chaperone has supervised or unsupervised contact with students. A chaperone that is required to have a current Level 2 background check as part of their employment or licensing may be exempt from this requirement if a review by the LCSB Safety and Security Office confirms the chaperone has completed a criminal background check within the last three (3) years preceding the date of the field trip and is in good standing. A person will not be allowed to chaperone if the Level 2 background check discloses the following criminal history:

### **Disqualifying Offenses**

A chaperone for whom a criminal history check is required under this policy may not have been convicted of any of the following offenses designated in the Florida statutes, any similar offense in another jurisdiction, or any similar offense committed in this State which has been redesignated from a former provision of the Florida statutes to one (1) of the following:

- A. Any offense listed in F.S. 943.0435(1)(a)1. relating to the registration of an individual as a sexual offender.
- B. Any offense under F.S. 393.135 relating to sexual misconduct with certain developmentally disabled clients and the reporting of such sexual misconduct.
- C. Any offense under F.S. 394.4593 relating to sexual misconduct with certain mental health patients and the reporting of such sexual misconduct.
- D. Any offense under F.S. 775.30 relating to terrorism.
- E. Any offense under F.S. 782.04 relating to murder.
- F. Any offense under F.S. 787.01 relating to kidnapping.
- G. Any offense under Chapter 800 of State law relating to lewdness and indecent exposure.
- H. Any offense under F.S. 826.04 relating to incest.
- I. Any offense under F.S. 827.03 relating to child abuse, aggravated child abuse, or neglect of a child.
- J. Any disqualifying offense under section 1012.315, Florida Statutes.

For purposes of this Procedure, "convicted" means that there has been a determination of guilt as a result of a trial or the entry of a plea of guilty or nolo contendere, regardless of whether adjudication is withheld, and includes an adjudication of delinquency of a juvenile as specified in F.S. 943.0435. Additionally, "conviction of a similar offense" includes, but is not limited to, a conviction by a Federal or military tribunal, including court-martials conducted by the Armed Forces of the United States, and includes a conviction or entry of a plea of guilty or nolo contendere resulting in a sanction in any State of the United States or other jurisdiction. Further, a "sanction" includes, but is not limited to, a fine, probation, community control, parole, conditional release, control release, or incarceration in a State prison, Federal prison, private correctional facility, or local detention facility.



## **Additional Qualifications**

In addition to not being convicted of a disqualifying offense, to serve as a chaperone, an individual must be of good moral character. A person who is found through background screening to have been convicted of any crime involving moral turpitude as defined by rule of the State Board of Education shall not be eligible to serve as a chaperone. The term conviction means a conviction by a jury or by a court and shall also include the forfeiture of any bail, bond, or other security deposited to secure appearance by a person charged with having committed a felony or misdemeanor, the payment of a fine, a plea of nolo contendere (no contest), the imposition of a deferred or suspended sentence by the court, adjudication withheld, finding of guilt, or the date of entry into a pre-trial intervention, pre-trial diversion, or similar program, so long as such PTI/PTD program is completed by the end of the relevant waiting period.

Any Chaperone applicant who has a criminal history for moral turpitude that is more than five (5) years old and that is not a disqualifying offense, shall have the right to appeal to the Criminal Background Check Committee (CBC) in the same manner as an applicant with a criminal history as provided in Leon School Board Policy 3121.01.

## **Confidentiality**

Any employee provided access to criminal history records of a chaperone shall only disclose such information as required by applicable law or regulation.

## **Obligation to Inform District of Arrests**

Each Chaperone who is subject to the requirements of this Procedure shall agree to inform the Trip Leader of the upcoming overnight trip within forty-eight (48) hours if s/he is arrested for any of the disqualifying offenses listed above.

T.C. 10/28/14

Revised 6/2/15

Revised 3/1/22

Revised 1/22/24

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## 2340G - FIELD TRIP BUS REQUEST PROCEDURES

Book	Procedures Manual
Section	2000 Program
Title	FIELD TRIP BUS REQUEST PROCEDURES
Code	ap2340G
Status	Active
Adopted	June 25, 2013
Last Revised	January 31, 2023

Field trips as defined in School Board policy must be related to a course of study and therefore are a required part of instruction. If the trip cannot be directly related to a course of study, it should be considered a co-curricular or extra-curricular activity. The following procedures have been provided to help ensure the effectiveness of all field trips.

### General Procedures

All requests for a District bus shall be submitted to the Transportation Department via the online field trip program fourteen (14) days in advance of the scheduled trip.

- A. Any problems encountered on the trip, including disciplinary problems, are to be reported to the Transportation Director or designee immediately upon returning to the school for appropriate action.
- B. For every field trip the number of chaperones/sponsors/staffs must be noted on the form and in no cases shall it be less than the ratio established by State law and the Student Activities Handbook. (Please see Sections 19-10 through 19-13, for qualifications, requirements, ratios, and restrictions related to chaperones.) All chaperones, regardless of manner of transportation, and non-District staff who accompany school-sponsored field trips on a District-provided bus shall first complete a District volunteer form (<https://volunteers.leonschools.net/Volunteers/>) and be approved. Anyone who is not approved may appeal in accordance with Policy 9130 - Public Complaints.
- C. The School Bus Driver shall read the Field Trip Evacuation and Emergency Process before leaving the school.
- D. Prior to arrival at the destination, students are to be made aware of:
  1. how they are to conduct themselves;
  2. what time the bus will leave for the return trip;
  3. where the bus will be located for the departure;
- E. Students shall not be left alone on the bus at any time.
- F.

In the event of any emergency during a field trip, the bus driver should contact appropriate persons from his/her emergency list and the teacher in charge should contact the principal.

Because field trips are considered an integral part of a course of study and represent a significant cost to the District, it is essential that each trip be carefully planned, conducted according to the plan, and then evaluated in terms of how well the learning purpose was accomplished.

### Planning for Field Trips

The District Transportation Department shall update the *Field Trip Manual* annually. The updates shall include the black-out dates and available times for the upcoming school year.

Principals should disseminate to their staff the black-out dates that field trips will not be approved.

Revised 1/31/23 <https://go.boarddocs.com/fla/leon/Board.nsf/Public#>

# FIELD TRIP AUTHORIZATION REQUEST

2340 F1/page 1 of 1

LCS-9420-0001  
Rev. 8/2011

## LEON COUNTY SCHOOLS FIELD TRIP AUTHORIZATION REQUEST

Out-of-County/Out-of-State/In-County (When Medical Needs are Identified)

Directions: Submit to the appropriate Divisional Director four weeks in advance. This form does not replace the LCS Transportation Department form.

Current Date: \_\_\_\_\_ School: \_\_\_\_\_ Grade(s) \_\_\_\_\_

Principal: \_\_\_\_\_ Destination: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_ to \_\_\_\_\_

Leave Time: \_\_\_\_\_ a.m./p.m. Return: \_\_\_\_\_ a.m./p.m.

Transportation provided by: \_\_\_\_\_

Educational/academic benefits to students: \_\_\_\_\_

Name(s) of chaperones (use additional page[s] if necessary) and attach original leave slips: \_\_\_\_\_

Are there any field trip students with medical needs? Yes ☐ No ☐

If yes, list the employee(s) who will be participating on the field trip and their related healthcare training: \_\_\_\_\_

If additional training is needed, please list the school nurse who will be providing the training and the scheduled date of training: \_\_\_\_\_

1. Please list the name of the conference, workshop, meeting, or field trip. Attach an agenda or itinerary. \_\_\_\_\_

2. a) Total number of students on trip (Note: In the event that the number of students increases after submission, this form must be resubmitted): \_\_\_\_\_

(Following trip, attach roster of actual participants to approved form and retain with internal accounts records for five years.)

b) Total number of adults (including chaperones) on trip: \_\_\_\_\_

3. What is the total cost of the trip per person: \$ \_\_\_\_\_

Please itemize, i.e., registration, travel, hotel, meals, subs, tickets, tolls, fares:

Transportation cost per person \$ \_\_\_\_\_

Hotel cost per person \$ \_\_\_\_\_

Meal cost per person \$ \_\_\_\_\_

List other expense(s) per person: \$ \_\_\_\_\_

List other expense(s) per person: \$ \_\_\_\_\_

4. TOTAL COST OF TRIP FOR ALL PARTICIPANTS \$ \_\_\_\_\_

Please note: Any contract for \$8,000 or more (which can include any one or all of the following: transportation, dues and fees, meals, lodging, incidentals, etc.) shall have a minimum of three documented quotes forwarded to the Purchasing Department for School Board approval.

How much of this will be paid by Leon County Schools and from what source (TEC funds, internal accounts, federal funds, fund raiser, student paid, etc.): \$ \_\_\_\_\_

Note: If students are paying, scholarships **MUST** be offered to students who are unable to pay.

Designate the areas for which you wish to be reimbursed and the funding source: \_\_\_\_\_

Teacher/Sponsor Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

Itinerary attached? \_\_\_\_\_ Yes \_\_\_\_\_ No Leave slips attached? \_\_\_\_\_ Yes \_\_\_\_\_ No

Director Signature \_\_\_\_\_ Date \_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_

Deputy Supt. Signature \_\_\_\_\_ Date \_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_

Superintendent Signature \_\_\_\_\_ Date \_\_\_\_\_ Approve \_\_\_\_\_ Deny \_\_\_\_\_

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