



**FIELD TRIP REQUEST
OVERNIGHT**

SPONSOR MUST COMPLETE THIS FORM AND TURN IN TO THE CAMPUS PRINCIPAL FOR APPROVAL 90 DAYS PRIOR TO THE FIELD TRIP DATE.

Name: Shannon Reynolds Date of form completion: 11/28/16

Description of field trip:

TASB Winter Governance Conference -
"Student Voices Presentation" 5 4th grade student council
leaders with Shannon Reynolds (stucco sponsor) & Jason
Beatty.

Date: Thursday, March 2 (departure) Time: 9:30 a.m.

Date: Saturday, March 4 (return) Time: 6:00 p.m.

Place Omni, Hotel Corpus Christi Total Time gone: 56.5 hours

-Please attach your Hotel Security Plan to this request-

of Students 5 # of Special Ed 0 # of Staff 2

of Chaperones 5 Travel Arrangements: Also suburban Plane: Proposed

Estimated Cost: \$ 600.00 # of days students will miss school: 1 day & 5.5 hours

NOTE: Maximum 55 students and staff per bus. Some Special Ed may require a separate bus.

\$40/hour - Minimum two hours. Add 30 minutes for travel time between campus and bus barn

Educational objectives to be met (list TEKS):

student leadership
school culture & climate
community involvement

When your trip is approved, please notify the following people at least 10 school days prior to the trip.

Front Office _____

Cafeteria Manager _____

Nurse _____

P.E./Music Teacher _____

Signature of Sponsor

Shannon Reynolds

To be completed by Principal

Date: 11/28/16

Approved: [Signature]

Denied: _____

Signature of Principal or Designee:

[Signature]

Signature of Superintendent:

[Signature]

NOTE: All Chaperones or parents attending the field trip must have a completed background-check on file with the district.