



Aztec Municipal School District Field Trip Request

The Aztec boys JV Team respectfully requests permission to travel to Ignacio, CO.

Points to Consider Before Requesting Approval

- ☐ Appropriate for the age level, grade level, and curriculum?
- ☐ All district employees will travel on the bus unless prior approval by the Principal?
- ☐ Request made long enough in advance so that arrangements can be made prior to the trip?
- ☐ Written permission must be obtained from the parents or legal guardians?
- ☐ Have these students attended this trip or a similar trip in the past three years?

Justification for Trip – How does this trip align with your school's current 90 Day Plan, the learning standards in your classroom, and how it will improve the learning of your students?

Type or attach narrative:

Date(s) of Trip: 1/24/26

Time of Departure: 6:00am Time you will Arrive Back: 6:00pm

Names of Adult Chaperones: Levi Stout

Estimated Cost of The Trip: \$ 332 Please attach an itemized list of costs.

Will fundraisers be used to secure funds for this trip? ☐ Yes ☒ No
Please attach a list of approved fundraisers.

Name of Person Making Request: Levi Stout Date Request Submitted: 8/3/25

Approved by:

Principal/Athletic and Activities Director:

[Signature]

Date 8/4/2025

Superintendent:

Date _____

Board of Education: (If required per Board Policy IJOA)

Date _____

Aztec Travel/ Trip Estimate Worksheet

Dates of Travel:	1/24/2026
Destination:	Ignacio, Colorado
Name of Event:	Butch Melston Invitational
Trip Supervisor, Coach or Traveler:	Levi Stout

# of Buses	1
BUS Miles (One Way)	36
<small>\$1.25/mile plus 5% contingency</small>	
Cost	\$ 94.50

# of SUV's	0
SUV Miles (One Way)	0
<small>\$0.65/mile plus 5% contingency</small>	
Cost	\$ -

Bus Miles at Destination	0
Cost	\$ -

SUV Miles at Destination	0
Cost	\$ -

# of Drivers	1
Drive Time (One Way)	0.75
<small>\$19.00/hour</small>	
Wages	\$ 28.50

Hours at Destination	10
Wages	\$ 190.00
<small>Driver receives 8 hours minimum if staying multiple days at destination</small>	

Bus Driver Days on Trip	1
Wages	\$ 19.00

# of Students	16	Line # to Charge:	
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# of Teachers/Coaches	4	Line # to Charge:	
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Hotel Expense Total Trip	\$ -	Line # to Charge:	
<small>(Reasonably priced)</small>			

Meal Expense Total Trip	\$ -	Line # to Charge:	
<small>(\$12.00 per meal maximum)</small>			

Registration or Entry Fee	\$ 300.00	Line # to Charge:	
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Misc. Expense Estimate		Line # to Charge:	
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Total Trip Expense	\$ 332.00
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Cost Per Student	\$ 20.75
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Transp Dept Total	\$ 332.00
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All Other Exp Total	\$ 300.00
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I-6500 IJOA
FIELD TRIPS

Field trips must be planned within the context of the school program and must be appropriate for the age level, grade level, and curriculum. Due to limitations imposed by local conditions, field trips may be limited by the Superintendent. All field trips must be specifically approved by the Superintendent long enough in advance so that arrangements can be made prior to the trip. Before any student is taken from the school grounds on a field trip, written permission must be obtained from the parents or legal guardians. Transportation shall be provided only by District vehicles, driven by authorized personnel.

In general, field trips shall be conducted within the normal school day and shall be limited to a distance of not more than one hundred (100) miles one (1) way from the school. Longer trips or overnight trips must have Board approval. The District will not sponsor, approve, support, or encourage field trips that do not meet the criteria outlined in this policy, unless the Board gives approval after a presentation justifying the specific need for the exception.

Adopted: April 14, 2020