

**Purpose of Trip: (Benefit to Students)**

MCHS currently has 2 state officers - Taylor Rodrigues - state president, and Brooklynn Hedberg - state secretary

Male _____ Female _____

Type 75: _____ Y Name _____
_____ N Reason why not necessary _____

Chaperones:			
Name of Chaperone	Relationship to program (Volunteer/parent or other)	District CBI on file (Background Check Y or N)	Paying for trip: (P) Program (D) District (C) Chaperone



<u>NA</u>	Professional Leave Form	_____	Transportation Request
_____	Blank Student Permission Form	_____	List of Students
_____	Copy of Driver's License	_____	Trip Itinerary / Agenda

District Transportation Required:

School Bus	yes _____	Number required	1 _____
Van	_____	Number required	_____
Driver 1.	_____	2.	_____
(Copy of Driver's License Necessary)		(Copy of Driver's License Necessary)	

Van/Bus Schedule departure time and campus: ☒ Minooka Van/Bus ☐ Other _____

Date of Departure May 1, 2024 Time of Departure 8:30 AM ☐ South or ☒ Central

Date of Arrival May 2, 2025 Time of Arrival 7 PM ☐ South or ☒ Central

Departure Flight Information:

Date: _____ Airport: _____ Airline: _____
Flight number: _____ Scheduled departure: _____

Arrival Flight Information:

Date: _____ Airport: _____ Airline: _____
Flight number: _____ Scheduled arrival: _____

Lodging Information:

Hotel/Lodging Name: Chateau Hotel & Conference Center

Address: 1621 Jumer Drive
Bloomington IL 61704
United States

Phone: 309 - 662-2020 **Fax:** _____

Confirmation Number: _____

Name of Person Making Reservation: _____

Confirmation for drivers lodging (if applicable) _____



MINOOKA COMMUNITY HIGH SCHOOL DISTRICT #111

Overnight Field Trip Request

Cost of Trip: per student

Itemized District Cost: Airport Transportation

Number	Item	Unit/Cost	# of Days	Total per Item
	Lodging			
	Meal			
	Parking			
	Travel			
	Miles:	\$1.87/mile		
	Driver round trip	\$17.67/hr.	hrs. total per	
			Total	\$

Itemized Organizational Cost:

Number	Item	Unit/Cost	# of Days	Total per Item
	Lodging			
	Meals	\$7.00		
	Registration			
	Parking			
hrs.	Nurse	/hr.		
() est.	Trip Package			
			Total	\$

Hours of Driving: The Federal Motor Carrier Association recommends a 15 hour limit. Bus drivers may not drive after having been on duty for 15 hours, following 8 consecutive hours off duty. Off-duty time is not included in the 15-hour period.

Arrival Times & Departure Time: The exception is that our school buses will be back at our school by 11:00 pm. In the event of an overnight trip travel between 11:00 pm & 6:00 am is not allowed unless there is prior approval of the transportation director.

Lodging: For overnight trips the expectation is that there will be appropriate lodging for drivers and the driver is given a confirmation number.

Activity Director's
Approval

Hillary Holden

Date: _____

Principal's
Approval

Janice Palmer

Date: _____

Superintendent
Approval

[Signature]

Date: 1/31/25