



## Aztec Municipal School District Field Trip Request

The Aztec Golf Team (Boys and Girls) respectfully requests permission to travel to Albuquerque, NM

### 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?

*Two tournaments plus practice round to fill in fall golf schedule and give the players a chance to play courses outside of our area. Santa Ana Golf Course, Arroyo Del Oso Golf Course and Twin Warriors Golf Course*

**Date(s) of Trip:** 10-12 to 10-14-2025

**Time of Departure:** 10:00 AM **Time you will Arrive Back:** 9:00 P.M.

**Names of Adult Chaperones:** John Laws, Jef Newland, Bryan Heath, Heather Thompson

**Estimated Cost of The Trip:** \$ 4656.00 \_\_\_\_\_ Please attach an itemized list of costs.

**Will fundraisers be used to secure funds for this trip?** X ☐ Yes ☐ No

*Please attach a list of approved fundraisers.*

**Name of Person Making Request:** \_\_\_ John Laws \_\_\_\_\_ **Date Request Submitted:** 8-19-2025

**Approved by:**

Principal/Athletic and Activities Director:

Date

8/25

**Superintendent:**

Date \_\_\_\_\_

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

Date \_\_\_\_\_

**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

# Aztec Travel/ Trip Estimate Worksheet

<b>Dates of Travel:</b>	10-12 to 10-14-2025
<b>Destination:</b>	Albuquerque, NM and Bernalillo
<b>Name of Event:</b>	APS Varsity and Rio Rancho Invationals
<b>Trip Supervisor, Coach or Traveler:</b>	John Laws

<b># of Buses</b>	<input type="text" value="1"/>	
<b>BUS Miles (One Way)</b>	<input type="text" value="180"/>	<b>Cost</b> <input type="text" value="\$ 472.50"/>
\$1.25/mile plus 5% contingency		

<b># of SUV's</b>	<input type="text"/>	
<b>SUV Miles (One Way)</b>	<input type="text"/>	<b>Cost</b> <input type="text" value="\$ -"/>
\$0.65/mile plus 5% contingency		

<b>Bus Miles at Destination</b>	<input type="text" value="40"/>	<b>Cost</b> <input type="text" value="\$ 50.00"/>
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<b>SUV Miles at Destination</b>	<input type="text"/>	<b>Cost</b> <input type="text" value="\$ -"/>
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<b># of Drivers</b>	<input type="text"/>	
<b>Drive Time (One Way)</b>	<input type="text"/>	<b>Wages</b> <input type="text" value="\$ -"/>
\$19.00/hour		

<b>Hours at Destination</b>	<input type="text"/>	<b>Wages</b> <input type="text" value="\$ -"/>
Driver receives 8 hours minimum if staying multiple days at destination		

<b>Bus Driver Days on Trip</b>	<input type="text"/>	<b>Wages</b> <input type="text" value="\$ -"/>
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<b># of Students</b>	<input type="text" value="12"/>	Line # to Charge:	<input type="text"/>
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<b># of Teachers/Coaches</b>	<input type="text" value="4"/>	Line # to Charge:	<input type="text"/>
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<b>Hotel Expense Total Trip</b> (Reasonably priced)	<input type="text" value="\$ 2,400.00"/>	Line # to Charge:	<input type="text"/>
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<b>Meal Expense Total Trip</b> (\$12.00 per meal maximum)	<input type="text" value="\$ 1,536.00"/>	Line # to Charge:	<input type="text"/>
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<b>Registration or Entry Fee</b>	<input type="text" value="\$ 720.00"/>	Line # to Charge:	<input type="text"/>
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<b>Misc. Expense Estimate</b>	<input type="text"/>	Line # to Charge:	<input type="text"/>
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**Total Trip Expense**

**Cost Per Student**

**Transp Dept Total**

**All Other Exp Total**

