

SOUTH GIBSON SCHOOL CORPORATION

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OVERNIGHT TRIP APPLICATION FORM

State Crops Judging Contest, Purdue Univ.

A. SPONSOR(S) SECTION (Use "NA" for questions not applicable)

A-1. Sponsor(s) Mr. Ritter

A-2. Group(s) attending: FFA

A-3. Date you filed this application: 8/16/2011

A-4. Date of departure: 12-9-2011 Date of return: 12-10-2011

A-5. Total number of school days to be absent: 0

A-6. What is the educational purpose of this trip?

To compete in the state Crops, Forestry, & Entomology
Career Development events

A-7. WHY is this trip necessary? Awarded; Selected; Invited; Competition; Other; And explain?

Winners at area contest qualify for state.

A-8. Approximate total of students attending: 12

A-9. Estimated numbers in each grade attending: K 1 1 2 2 3
4 4 5 4 6 4 7 4 8 4 9 4 10 4 11 4 12 4

A-10. Approximate number of chaperones supervising: 1

A-11. Name of person(s) having Single Point Accountability (SPA) for all the "Consent for Medical Treatment Forms" of students, sponsors, and chaperones. **Note: A duplicate set of medical forms must be delivered to the Central Office at or before departure.**

Richard Ritter

A-12. What mode of transportation are you using to get to your destination?

Minibus

A-13. Which particular funds (accounts) and fundraisers are being used to fund this trip? Fund name FFA

Fundraisers All

A-14. Estimate or range the total cost of the trip \$ 500

Estimate or range the total cost to each student \$ 10.00

Estimate or range the total cost to each chaperone \$ 10.00

A-15. Are students and chaperones using any personal money for transportation and tickets for this trip? Yes or No ☒. If Yes answer the following.

Approximate or range of cost to the student \$

Approximate or range of cost to the chaperone \$

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- A-16. **ATTACH AND SUBMIT** A complete itinerary shall be attached to this form listing all events and times along with hotel names and methods of supervision. Be as complete as possible.
- A-17. **ATTACH AND SUBMIT** The transportation company phone number, fax number, a copy of their liability insurance certificate (limits of liability), and any other pertinent information related to the experience and integrity of this company.
- A-18. **AT DEPARTURE, SUBMIT AN ACCURATE LIST OF ALL STUDENTS AND CHAPERONES ALONG WITH MAJOR CHANGES TO THE ITINERARY TO THE AFFECTED PRINCIPAL.** Break down the list of chaperones into teachers, parents, college students, and other helpers. **The principal will fax to the Central Office the exact list of the group departing along with the updated itinerary.**
- A-19. **REMINDER:** It is mandatory to fill out and return page number #4 of this form to the affected principal within one week upon returning unless extra time is needed and granted by the affected principal.
- A-20 **NOTICE:** If dates or places should change after this trip is approved, this entire form must be resubmitted with changes for approval by the board.

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State Crops Judging

GROUP(S) ATTENDING FFA

SPONSOR Mr. Ritter

B. PRINCIPAL SECTION:

B-1. Date form received: 8-16-2011

B-2. Have all affected teachers of participating students been notified and student requirements for makeup work been approved. Yes ☐ No ☐

B-3. In comments section record any previous trip concerns with an affected individual, group, or sponsor.

B-4. Are substitute teachers available for affected classes? Yes ☒ No ☐ *no sub needed*
If Yes, fill in the necessary information.

Sub name and class: _____
Sub name and class: _____
Sub name and class: _____
Sub name and class: _____

B-5. *Sam Red*
Approved by: Name and Date

Denied by: Name and date

B-6. Comments:

C. SUPERINTENDENT SECTION:

C-1. Date form received: 8 18 11

C-2. *Stacy Harkins*
Approved by: Name and Date

Denied by: Name and Date

C-3. Comments:

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GROUP(S) ATTENDING _____

SPONSOR _____

A. AFTER RETURNING FROM YOUR TRIP SPONSOR FILLS OUT THIS SECTION:

A-21. Explain any problems with sickness, injuries, or discipline during this trip.

A-22. Explain any vandalism or theft of school property during this trip.

A-23. Recommendation of this trip or needed changes to this form (other info):

Sponsor's signature: _____

Date returned from trip: _____

Date of filing this page #4: _____

Principal's signature _____ Date _____

Superintendent's signature _____ Date _____

REMINDER: Fax copies of this page #4 back to the principal and sponsor.

State Crops and Forestry Judging Contest

Friday, December 9, 2011

3:30 pm—depart from Gibson Southern

6:30 dinner at Bruno's Pizza

Saturday, December 10

8:00 register for contests

9:00 contests begin

12:00 depart for home

4:00 arrive at GSHS

