

SOUTH GIBSON SCHOOL CORPORATION

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OVERNIGHT TRIP APPLICATION FORM

FFA Top Twenty Trip - Rafting in Ducktown, TN

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

A-1. Sponsor(s) Richard Ritter

A-2. Group(s) attending: FFA

A-3. Date you filed this application: _____

A-4. Date of departure: _____ Date of return: _____

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

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

To reward active members and build team work.

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

Awarded to members earning the most participation points for FFA activities.

A-8. Approximate total of students attending: _____

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

A-10. Approximate number of chaperones supervising: 2

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 and parent vehicles as necessary.

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 \$ \$1,400

Estimate or range the total cost to each student \$ 20

Estimate or range the total cost to each chaperone \$ 20

A-15. Are students and chaperones using any personal money for transportation and tickets for this trip? Yes ___ or No X. 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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GROUP(S) ATTENDING FFA SPONSOR Ritter

B. PRINCIPAL SECTION:

B-1. Date form received: _____

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 ___
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. SB Rad
Approved by: Name and Date Denied by: Name and date

B-6. Comments:

C. SUPERINTENDENT SECTION:

C-1. Date form received: 5 / 10 / 12

C-2. Steve Hays
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.

FFA Top 20 Rafting Trip 2012

Itinerary

Big Frog Expeditions, Ocoee River, Ducktown, Tennessee

Tuesday, June 5	9:00 am: depart from GSHS
	5:00 pm: arrive at hotel near Chattanooga
Wednesday, June 6	8:00 am: depart from hotel
	10:00 am: begin rafting trip
	2:00 pm: depart for home
	10:00 pm: arrive at GSHS

