

HERNANDO COUNTY SCHOOL DISTRICT

Initial Request of Trip Approval

A guide in planning a trip

INSTRUCTIONS:

All requests for trips must have the Principal's/Designee's approval signature. All trips must also have the approval of the Deputy Superintendent. In addition, out-of-state trips must be approved by the Hernando County School Board. A request for Placement on School Board Agenda must be turned in to the District Office 30 days prior to an out-of-state trip. Once received, a copy of this form with Board Chairperson's signature must be sent to Transportation.

TRIP MAIN INFORMATION:

Trip Name: (i.e. HHS 9th Grade; class or team) NCTHC SkillsUSA State Leadership and Skills Conference

Trip Contact: Danyl Williams School: Nature Coast Technical High School

Department: ☐ District ☒ Internal ☐ Non School ☐ Remedial

Activity: ☐ Activity ☐ Athletic ☒ Enrichment ☐ Non School

*Please fill out Field Trip Report & Evaluation SO-TR-065 once trip is completed and send to Transportation Department

DEPARTURE:

Departure Date: 4 / 10 / 23 Time: 10 : 00 AM ☒ PM ☐

Return Date: 4 / 13 / 23 Time: 4 : 00 AM ☐ PM ☒

Departure: Choose School leaving from Notes (where to load from) Nature Coast Technical High School

DESTINATION:

Destination: (Name/Event/Place) Hyatt Regency Jacksonville Riverfront Code from Approved Trip List: VS1300

Street: 225 East Coastline Drive City/State: Jacksonville, FL 32202

Person / Sponsor directly responsible for supervising the activity: (Contact): Justen Early Michael Richter

Phone: _____ Email: early_j@hcsb.k12.fl.us, richter_j@hcsb.k12.fl.us

TRIP DETAILS:

Equipment: ☐ Bus ☒ Charter Bus: Quote Attached ☐ Parent ☐ Rental Van (District)

☐ Student ☐ Walking

of Students: Male 20 Female 35 # Adults 6 # of W/C _____ # of Vehicles 1

COST/FUNDS:

Costs to be paid from - Specify source(s): Perkins

Cost strip information 4210 7800 3310 9410 86230

Fund Function Object Cost Center Project Sub Project

Will students be required to pay anything? Yes X No _____

If yes, explain: Hotel and attire

I have read and agree to adhere to the Field Trip Procedures as stated in the Staff Handbook:

Date 2 / 7 / 23 Signed Danyl Williams

APPROVALS *as needed		
<u>KP</u> Principal/Designee	<u>KP</u> Director of Transportation	_____ Board Chairperson*
Date <u>2</u> / <u>8</u> / <u>2023</u>	Date <u>3</u> / <u>9</u> / <u>23</u>	Date ____ / ____ / ____