



ELCO SCHOOL DISTRICT
TRIP REQUEST FORM

**This form must be approved by the building principal
at least 30 days prior to trip date.**

The organizing faculty member must complete this form, attach a list of students potentially attending trip, and submit form to the School Nurse. The nurse will determine if a nurse or specific parent/guardian is needed on the trip.

If needed, parent/guardian will be contacted to request attendance. If parent/guardian will attend, nurse notates below, approves form, and submits it to principal. If parent/guardian is unable to attend, the nurse enters the field trip date on the nurses district FT calendar as pending. If a nurse can be assigned to the field trip, the date is confirmed by the school nurse on the nurses district FT calendar, the nurse approves this form, and submits it to the principal for approval. Approved original forms are forwarded to the Assistant Superintendent for administrative approval. Original form is then sent to the Office of Transportation for final approval. Office of Transportation sends approved copy to building principal.

Note: Buses may not leave before 9:00am and must return by 2:00pm unless prior approval is given by the Supervisor of Transportation. Overnight trips require School Board approval at least one (1) month prior to trip date. Refer to Policy #121 for additional details and field trip requirements.

Date of Trip:

12/26-12/31/2024

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Check this box if Overnight Trip:

Destination Name and

Address: Orlando Florida KSA Tournament

Stay @ Dockside Inn & Suites 7125 Universal Blvd Orlando FL
Tournament @ 6000 W Osceola Parkway Kissimmee Florida 32819

**Educational
rationale:**

School Athletics Tournament

Leaving from: 12/26/2024 at
to: San Vally HS at TBA

(Time)

(School)

(Time)

Returning 12/31/2024

(School)

Trip will stop for lunch

at:

(Place)

(Time)

Faculty Member Name: Steve Maloney (San Valley Hs) Basketball Coach #
of Students: 20-22 Grade(s): 10-12th

Chaperone(s) Booster President Pam Mullen, Booster Vice President Traci
Rice Marcelli, Basketball Coach STAFF

of Substitutes Required: 0
for: _____

TRANSPORTATION REQUESTED: _____ SCHOOL BUS _____ LIFT BUS _____ CHARTERED BUS

(Chartered bus must be paid by student/club funds)

A Nurse or Parent/Guardian is needed for this field trip: Yes _____ No X

Parent/Guardian will attend: Yes X No _____

BUSES MAY NOT OPERATE WITHOUT A FACULTY MEMBER AND SUFFICIENT CHAPERONES ABOARD.

Nurse will attend: Yes _____ No X

Nurse
Signature: [Signature] 11/9/2023
(Organizing Faculty Member Signature) (Date)

Approved by: _____

(Principal)

(Date)

11/17/23

Exceptions or changes to the above

Transportation: Available Not Available # of Buses Assigned

(Assistant Superintendent)

(Date)

(Transportation Supervisor)

(Date)

Permit No. _____

(Revised: 9/2021)
Drivers _____