

**Beech Grove City Schools**  
**Field Trip Application**

**FIELD TRIPS DURING THE STUDENT INSTRUCTION DAY MUST BE CONSISTENT WITH AND PROMOTE THE ACHIEVEMENT OF SPECIFIC WRITTEN CURRICULUM STANDARDS OF THE CORPORATION, REPRESENT A UNIQUE EDUCATIONAL OPPORTUNITY FOR THE STUDENTS, OR FULFILL A UNIQUE COMMUNITY PRIORITY.**

1. Name of building requesting field trip:
2. Name of individual responsible for field trip:
3. Subject area or grade level taking field trip:
4. ECA or other group taking field trip:
5. Date of field trip:
6. Destination of field trip:
7. Beginning and ending time of field trip:
8. Method of transportation requested:
9. Names of chaperones in addition to instructor:

Hornet Park  
Brooke Hamlett  
Essential Skills / K-2  
Aug 25, 2023  
City Center Park, Greenwood, IN  
10 UNTIL 1:30  
Activity Bus A2

Shelby Gruner  
Desiree Gunter  
Wendy Kolb  
Mansa Bowen

Amanda Palma  
Stephanie Gentle

Approved ☒ \_\_\_\_\_  
Denied \_\_\_\_\_

Principal: Erin L Probus  
Date: \_\_\_\_\_

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**ESTIMATED COST OF CORPORATION TRANSPORTATION**

**Hourly Rate:** \$15 per hour for day trips during the work week

\$30 per hour for weekends or after 4:00

**Fuel:** \$1.00 per mile fuel charge for full-size bus

\$1.00 per mile fuel charge for activity bus

*\*These rates are subject to change*

**Personnel:** # of drivers 0 X # of hours \_\_\_\_\_ X hourly rate \_\_\_\_\_ =

**Fuel:** # of buses 1 X mileage 11.8 X cost per mile 1 =

**Total Cost:** \$ 11.80

\$ N/A B. Hamlett  
to drive  
mini-bus  
A2  
\$ 11.80

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**FOR ADMINISTRATIVE OFFICE USE ONLY**

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Signature Of Transportation Director: \_\_\_\_\_



# BEECH GROVE CITY SCHOOLS

## FIELD TRIP APPLICATION

**FIELD TRIPS DURING THE STUDENT INSTRUCTION DAY MUST BE CONSISTENT WITH AND PROMOTE THE ACHIEVEMENT OF SPECIFIC WRITTEN CURRICULUM STANDARDS OF THE CORPORATION, REPRESENT A UNIQUE EDUCATIONAL OPPORTUNITY FOR THE STUDENTS, OR FULFILL A UNIQUE COMMUNITY PRIORITY.**

1. Name of building requesting field trip Beech Grove Middle School
2. Name of individual responsible for field trip: Kathy Keller
3. Subject area or grade level taking field trip: 7th Grade - 200 students
4. ECA or other group taking field trip: \_\_\_\_\_
5. Date of field trip: Feb. 23, 2024
6. Destination of field trip: Indiana State Museum
7. Beginning and ending time of field trip: 9am until 1:30pm
8. Method of transportation requested: School Bus
9. Names of chaperones in addition to instructor:  
Kathy Keller  
15 staff members  
10 parent chaperones

Approved ✓

Principal

[Signature]

Denied \_\_\_\_\_

Date

8-20-23

### ESTIMATED COST OF CORPORATION TRANSPORTATION

Personnel: \_\_\_\_\_ X \_\_\_\_\_ X \$11.10\* = \$ \_\_\_\_\_  
# of drivers # of hours per driver hourly rate

Fuel: \_\_\_\_\_ X \_\_\_\_\_ X (see below\*) = \$ \_\_\_\_\_  
# of buses round trip mileage cost per mile of fuel

**TOTAL COST** \$ \_\_\_\_\_

\$0.90 per mile fuel charge for full-size bus. \$0.40 per mile fuel charge for activity bus.

\*These rates are subject to change.

### FOR ADMINISTRATIVE OFFICE USE ONLY

Approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Assistant Superintendent/Designee

Revised August 2013



# BEECH GROVE CITY SCHOOLS

## FIELD TRIP APPLICATION

**FIELD TRIPS DURING THE STUDENT INSTRUCTION DAY MUST BE CONSISTENT WITH AND PROMOTE THE ACHIEVEMENT OF SPECIFIC WRITTEN CURRICULUM STANDARDS OF THE CORPORATION, REPRESENT A UNIQUE EDUCATIONAL OPPORTUNITY FOR THE STUDENTS, OR FULFILL A UNIQUE COMMUNITY PRIORITY.**

1. Name of building requesting field trip Beech Grove Middle School
2. Name of individual responsible for field trip: Kathy Keller
3. Subject area or grade level taking field trip: 7th Grade - 190 students, 20 chaperones
4. ECA or other group taking field trip: \_\_\_\_\_
5. Date of field trip: December 7, 2023
6. Destination of field trip: Indianapolis Repertory Theater
7. Beginning and ending time of field trip: 9am until 1:30pm
8. Method of transportation requested: Bus
9. Names of chaperones in addition to instructor:  
Gabe Thayer, Chad Mann Bryan Kesley  
Stephanie Harris, Shelby Wright other chaperones TBD  
Logan Davis, John Spafford \_\_\_\_\_  
Erin Nagel, Steve Morgan \_\_\_\_\_

Approved ✓

Principal [Signature]

Denied \_\_\_\_\_

Date 8-22-23

### ESTIMATED COST OF CORPORATION TRANSPORTATION

Personnel: \_\_\_\_\_ X \_\_\_\_\_ X \$11.10\* = \$ \_\_\_\_\_  
# of drivers # of hours per driver hourly rate

Fuel: \_\_\_\_\_ X \_\_\_\_\_ X (see below\*) = \$ \_\_\_\_\_  
# of buses round trip mileage cost per mile of fuel

**TOTAL COST** \$ \_\_\_\_\_

\$0.90 per mile fuel charge for full-size bus. \$0.40 per mile fuel charge for activity bus.

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Assistant Superintendent/Designee

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