



FIELD AND OTHER CORPORATION-SPONSORED TRIPS  
OUT OF STATE/OVERNIGHT FIELD TRIP REQUEST FORM

Board Policy #C500

Date: 10/28/25

Name of Organization: mt vernon middle school Band

Dates of the Trip: may 15 2026

Location of the Trip: Kings Island

Overnight Accommodation Information: n/a

Name of Hotel: n/a

- Address: \_\_\_\_\_
- How will students be accommodated? \_\_\_\_\_
- How will chaperones be accommodated? \_\_\_\_\_
- Other details: \_\_\_\_\_

Name of Tour Group/Travel Company if applicable: n/a

- Contact name from group: \_\_\_\_\_

Transportation: School BUS  
(school buses must be within 200 miles of school unless other transportation is authorized)

Has a Transportation Bus Request been submitted and approved by Transportation: yes

Cost: \$599.68

- Will the cost be paid by the organization or parents/guardians? organization
- In case of cancellation will refunds be made to parents/guardians? n/a

Reason for the Trip: Performance Reward

Itinerary: 8 am depart 10 am arrive at Kings Island  
(lunch, dinner @ park) Depart 6 pm, arrive  
at mvms @ 8 pm.

Chaperones: \_\_\_\_\_

(Expanded Criminal checks on file for Chaperones)

- Teacher/Sponsor: \_\_\_\_\_

- Parents: 8 total
- Tour Director: n/a

Medical Releases/Parent Permissions on file:

Safety and Supervision Provisions:

Sponsor Signature: [Signature]  
Principal Signature: [Signature]  
Superintendent/Administrator Signature: [Signature]  
School Board Approval Date: \_\_\_\_\_