

LEWIS COUNTY BOARD OF EDUCATION - STUDENT ACTIVITY CHECKLIST

This form must be completed whenever students are being taken to or sent to an activity.

NOTE: All in-state trip requests must be received by Superintendent's secretary in Board office no less than 20 business days prior to date of trip. All out-of-state trip requests must be received by Superintendent's secretary in the Board office no less than 30 business days prior to date of trip.

Requested by: _____ Date: _____

ACTIVITY OR EVENT:

Location: _____ Date: _____

Description: _____

Academic event - **attach applicable CSOs** Recognition event -- Attach explanation
 WVSSAC event is required is optional Other -- Attach explanation
Number of students attending: _____ Number of adults attending: _____
 Request a list of the students w/ photo release restrictions. (for the teacher in charge of the trip).

SUPERVISION OF STUDENTS PROVIDED BY:

Teachers -- Attach list of teachers Other -- Attach explanation
 Parents -- Attach list of parents

REGISTRATION / ADMISSION:

Estimated cost: _____

None required. Required -- Attach completed requisition form

NURSING SERVICES:

Provide school nurse a list of students attending to determine nursing services required.

TRANSPORTATION:

Estimated cost: _____

None required. Walking Parents
 School bus -- Attach transportation request form **AND** written directions to destination.
 County vehicle -- Attach request to use county vehicle Other -- Attach description
 Rental -- Attach completed requisition form & agreement, if applicable

LODGING:

Estimated cost: _____

None required
 Required -- Attach completed requisition form. Be sure to vendor information, contact information, contact person, confirmation number(s), check in date, number of rooms, number of nights and a rooming list including all adults, students and the bus driver(if required).

MEALS:

Estimated cost: _____

None required Notify cafeteria staff that students will need bag lunches.
 Notify cafeteria staff that students will not be eating in school the day of the trip.
 Provided by other food service: Attach completed requisition form (meals can only be provided by the LCBOE under limited circumstances)

Activity was approved by: _____ Date: _____