

# LEWIS COUNTY BOARD OF EDUCATION - STUDENT ACTIVITY CHECKLIST

This form must be completed whenever students are being taken to or sent to an event, and all or part of the costs is to be paid by the Lewis County BOE.

**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: \_\_\_\_\_

**Attach student photo release information for all students attending event.**

## 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 a list of students attending to nurse to determine nursing services required.**

## TRANSPORTATION:

**Estimated cost:** \_\_\_\_\_

None required.  Walking  Parents

**School bus -- Attach transportation request form & Attach written directions to destination.**

County vehicle -- Attach request to use county vehicle  Other

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 that student will not be eating in school day of the trip.**

Required - Attach completed requisition form (Note: meals can only be provided by the LCBOE under limited circumstances)

Activity was approved by: \_\_\_\_\_ Date: \_\_\_\_\_