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| **UNION SCHOOL DISTRICT – Student Activity Request Form** | | | | | | | | | | | | Date of Request: | | |  |
|  | | | | | | | | | | | | | | |  |
| Use this form for all “in-house” events/activities that would require school personnel (staff or students) to be absent from their regularly assigned duties during school hours or for after-school events/activities. For events held on multiple dates, write the first date, then the additional days in the “other information” space below. Complete all applicable sections. | | | | | | | | | | | | | | | |
| **For All Requests:** | | | | | |  | |  | | | |  | | |  |
| Activity Description: (Assembly, Field Trip, Practice/Rehearsals, etc.): | | | | | | | | | | | | | | | |
| Advisor/Applicant: | Date of Activity: | | | | | | | | | | | | | | |
| Student Group: | | | | | | | | | | | | | Number of Students: | | |
| ***A roster of all staff/students missing classes must be submitted to the office within twenty-four (24) hours of the activity.*** | | | | | | | | | | | | | | | |
| On-Site Location: | | | | Rimersburg Elem | | | | Sligo Elem | | | | Union HS | | |  |
| Off-site Location: | |  | | | | |  | | | |  | | |  | |
| Start/Depart Time: | | | |  | | | | End/Return Time: | | | |  | | |  |
| Funding Source: | | | |  | | | | | | | | | | |  |
|  | | | | | | | | | | | | | | | |
| **Explain** how this activity meets one—or more—of the district’s key mission values (*Character, Citizenship, Compassion, Integrity, Leadership, Loyalty, Respect, Scholarship, Service, Trustworthiness, Work Ethic*). Responses lacking specificity may be denied. | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |
| Describe any other information or requirements for this activity. | | | | | | | | | | | | | | | |
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|  | | | | | | | | | | | | | | | |
| **For On-Site Usage** | | | | | |  | |  | | | |  | | |  |
| Specific Room(s) or Area(s) Requested: | | | | | |  | | | | | | | | | |
| Items and Number to be Furnished by USD: | | | | | | | | | | | | | | | |
| Lectern:  Tables:  Chairs:  P.A. System:  Projector:  Internet:  Other Equipment: | | | | | | | | | | | | | | | |
| Admission Fee: | | | Beneficiary of Admission Fee: | | | | | | | Will food or beverages be served? | | | | | |
| Approximate Number of Participants: | | | | | | | | | Approximate Number of Spectators: | | | | | | |
| Security Needed? | | | | | | | | |  | | | | | | |
|  | | | | |  | | | | | | | | | | |

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| **For Student Trips –** defined as any time you take students off school grounds. | | | | | | | | | | | |
| ***Field trip requests must be submitted to the Central Office ten (10) days prior to registration deadline as well as ten (10) days prior to that month’s board meeting.*** | | | | | | | | | | | |
| Chaperones (excluding applicant): | | | | | | | | | | | |
| Estimated Cost to the District | | | | | | | | | | | |
| Registration | $ | | | | | | | | | | |
| Substitutes | $ | | | (Number needed x $100) | | | | | | | |
| Meals/Lodging | $ | | | | | | | | | | |
| Transportation | $ | | | (Mileage rates: car $.575; van 10 miles per gal; bus $2.52, then $7.25 after 3 hours) | | | | | | | |
| Other | $ | | | | | | | | | | |
| Total | $ | | | | | | | | | | |
|  | |  | | |  | | |  | | |  |
| **For Transportation Requests** | | | | | | | | | | | |
| ***Transportation requests must be submitted at least twenty-four (24) hours in advance of requested date(s).*** | | | | | | | | | | | |
| Type of Transportation | | | Bus (quantity  ) | | | Van #1 | Van #2 | | Van #3 | | |
|  | | | | | | (Occupancy for vans: #1 holds 9 + driver; #2 & 3 hold 6 + driver) | | | | | |
| Directions to site if known | | | | | | | | | | | |
| *For Office Use* | | Contractor: | | | | | | Driver: | | | |
| Starting Point: | | | | Starting Time: | | | | Roundtrip Mileage: | |
|  | | | | | | | | | | | |
| *I understand and agree that regardless of any extenuating circumstances beyond normal teaching, contractual obligations and/or school closing, this activity is not subject to compensatory time or monetary compensation.* | | | | | | | | | | | |
| Applicant Signature | | | | |  | | | | | | |
|  | |  | | |  | | |  | | |  |
| Approved | | Disapproved | | |  | | | | | |  |
|  | |  | | | (building principal) | | | | | | (date) |
| Approved | | Disapproved | | |  | | | | | |  |
|  | |  | | | (supervisor of buildings & grounds) | | | | | | (date) |
| Approved | | Disapproved | | |  | | | | | |  |
|  | |  | | | (superintendent) | | | | | | (date) |
| Approved | | Disapproved | | |  | | | | | |  |
|  | |  | | | (school board) | | | | | | (date) |
|  | | | | | | | | | | | |
| Copies to: Applicant HS Office Central Office Buildings/Grounds Athletic Director Technology Cafeteria Elem Office  Scheduled on Calendar: Building Use Fine Arts Athletics/Activities Van | | | | | | | | | | | |