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| **UNION SCHOOL DISTRICT – Student Activity Request Form**  | Date of Request: |  |
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| 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 OfficeScheduled on Calendar: Building Use Fine Arts Athletics/Activities Van |