

Trip Application Instructions

1. All areas highlighted in yellow are fields that can be changed or have text typed into.
2. If the highlighted field already has words then it is a drop down menu and the correct application for your particular trip can be selected.
3. If the field is a box then it can be selected to highlight either that the person is an SCSB employee or that the corresponding person has approved the trip.
4. All other highlighted areas will allow you to type in the information necessary.
5. **Please save the form in the following manner for easy access when storing in an online folder:**

Select: File, then Save As

Name the file as: Month, Day, Year, School, Male or Female, Sport

Or

Month, Day, Year, School, Organization

Example: 10-25-2010-SSHS-Girls-Basketball

Or

05-31-2010-WES-ScienceTrip

Note: Make the month in the trip file correspond to the date of the trip, not the date of the application. If you are attaching a schedule then make the date correspond to the date of the first trip.

6. Email the completed form to your principal or designee for their approval while maintaining a copy in your folder.
7. The principal or designee will then approve the form and email the form to me, Eric Suber, while maintaining a copy.
8. I will approve the form and forward it to the Transportation clerk.
9. The Transportation clerk will schedule the trip and then email the chain that the trip has been scheduled.

**Questions Contact: Eric Suber 793-2315 x227 or suberw1@sumter.k12.fl.us
Holly Peninger 793-5705**