

PITTSYLVANIA COUNTY PUBLIC SCHOOLS

REQUEST FOR SUPERVISION FOR FIELD TRIPS/COMPETITION EVENTS

To be completed when Supervising Students off School Premises and/or Request of Substitute

Name		Date Request Submitted	
School/Work Location			
Position			
Title of Field Trip or Competition			
Location of Field Trip or Competition	<i>Name of conference center/ meeting location and City/State</i>		
Date of Activity			
Describe the activity			
Supporting Activity (VHSL, enrichment, CTE, BETA, etc.)			
Number of Students Attending			
Will a substitute be needed?		Yes	No
If so, how many days?			

PRELIMINARY ESTIMATE OF COSTS

		ESTIMATED COST	COST APPROVED BY SBO
Total Estimated Cost for Substitutes	# days		

SUBSTITUTES: The use of ERIP subs is encouraged. If a substitute is hired, the expense of the substitute will be deducted from the approved funding source below. Unapproved substitutes will be charged to the school for reimbursement to the division.

FUNDING FOR PAYMENT (please check appropriate source)

	Fund Source (Submit to)	Substitute (The approved Sub code must be included on monthly absentee report.)	Approved by Central Office Fund Supervisor
	Training (Tonda Finney)	10-60310-9-1-1520-000-00	
	Title I (Jenny Eaton)	20-61100-2-1-1520-330-00	
	CTE (Angela Rigney)	10-61100-2-3-1520-000-00 (MS) 10-61100-3-3-1520-000-00 (HS)	
	Special Education (Ann Cassada)	10-61100-2-2-1520-000-00 (E/M) 10-61100-3-2-1520-000-00 (HS)	
	Other:		
	Approved	Disapproved	

Signature of Principal or Immediate Supervisor

Date

REMARKS	
Approved	
Disapproved	
Signature of Superintendent/Designee:	