

**Hamilton County School District
Trip Request Form**

1. Is this trip within the state of Florida? ☒ Yes ☐ No
2. Is this trip 100 miles or less (one way) from the school? ☐ Yes ☒ No

If the answer to either question is "No," approval of the Board is required prior to date of travel.
Submit to the Office of the Superintendent by the applicable due date (see board meeting schedule):

- the completed Agenda Request Form (HCS 3016)
- the completed trip request form
- the appropriate supporting documentation (lesson plans for field trips; relevant information for extra-curricular trips)

If the answer to both questions is "Yes," approval of the Superintendent is required prior to date of travel.
Submit to the Office of the Superintendent not less than ten (10) workdays prior to date of trip:

- the completed trip request form
- the appropriate supporting documentation (lesson plans for field trips; relevant information for extra-curricular trips)

School: HCHS Purpose: ☐ Field Trip ☒ Extra-Curricular Trip
Date(s) of Trip: 2-10 - 2-11 Class or Group: FFA team members
Destination: Florida State Fair City/State: Tampa, FL
Departure Time: 4:00 pm Return Time: 6 pm Number of Students: 8
Cost for students: \$ — Funding source: Perkins/FFA
Cost for transportation: \$ 200 Substitute required? ☐ Yes ☒ No
Total cost: \$ 200 If, "yes," funding source: _____

Chaperones

Doug Clayton

Denise Clayton

[Signature]

*Signature of Teacher/Sponsor

12-19-16

Date

***Teacher/sponsor is responsible for the following items and must check the boxes to confirm that:**

- ☒ 1. Approval from grant administrator has been obtained if grant funds will be used to pay for the trip.
- ☒ 2. The cafeteria manager has been notified of the trip, either to have lunches prepared or to advise that students will be off campus.
- ☐ 3. Clearance from the bookkeeper has been obtained.
- ☐ 4. The transportation office has been advised of the pending trip (at least 10 workdays prior to the proposed travel date).

☒ Approved

☐ Rejected

























Kyp McLeod
Signature of Principal/Administrator

























12/20/16
Date

☐ Approved

☐ Rejected

Approved by
Hamilton County School Board

January 5	 FFAE New Teacher Workshop***	Contact FFAE	LTC
January 6-8	 FFAE Mid-Winter Conference***	Contact FFAE	LTC
January 13-14	 FFA Meats & Livestock Judging Clinic***	Contact UF Animal Sciences	UF (Gainesville)
January 17	 State Environmental Science CDE (HS)	Qualified Teams	UF/IFAS Mid-FL REC (Apopka)
January 18	 District CDE/LDE Preliminaries Creed Speaking LDE (MS/HS), Extemporaneous Public Speaking LDE (MS/HS), Opening and Closing Ceremonies LDE (MS), Parliamentary Procedure LDE (MS/HS), Prepared Public Speaking LDE (MS/HS), Tractor Operations CDE (HS)	Qualified Teams Only	District Hosts
January 26	Quarterly Board Meeting		LTC
January 27	 State Officer Candidate Workshop (HS Seniors Only)	January 13	LTC
January 27-28	 212° High School Leadership Conference	January 13	LTC
January 28-29	 360° High School Leadership Conference	January 13	LTC
January 31-February 2	State FFA Staff Inservice		Indianapolis
FEBRUARY			
February 4	 State Food Science CDE (MS/HS)	Qualified Teams	UF (Gainesville)
February 4	 State Horse Judging CDE (MS Only)	January 18	UF Horse Unit (Gainesville)
February 11	 State Horse Judging CDE Preliminary (HS) State Livestock Judging CDE Preliminary (HS)	January 20	Florida State Fair
February 18	 State Dairy Judging CDE (MS/HS)	Qualified Teams Only	Florida State Fair
February 18	 State Fair Poultry Judging Event (MS/HS)	February 3	Florida State Fair
February 18-25	 National FFA Week		Nationwide
February 28	 Spring Preliminary Testing Day Agricultural Communications CDE (HS), Agricultural Mechanics CDE (HS), Aquaculture CDE (MS/HS), Vet Assisting CDE (HS)	February 14	School Hosts
March 1	Membership Roster Update	March 1	MyFFA
March 1	State Officer Application	March 1	Florida FFA HQ
March 1	Alumni Essays, American FFA Degree Application, State FFA Degree Application, Star Award Applications	March 8	Florida FFA HQ
March 4	 State Floriculture CDE (MS/HS) State Nursery and Landscape CDE (MS/HS)	February 17	UF/IFAS Mid-Florida Research Center (Apopka)
March 10	 State Livestock Judging CDE (MS)	February 24	Florida Strawberry Festival
March 15	Ag. Communications CDE Portfolio (Submit Online)	March 15	Florida FFA HQ
TBA	 FFA Capitol Day	TBA	Tallahassee
March 17-19	 State Leadership Summit	March 3	LTC
March 23	 State Land Judging CDE (MS/HS)	March 9	Hillsborough Count
March 25	Florida FFA Beast Feast***	Contact FFA Foundation	LTC
March-April	 District OH Demonstration CDEs (MS/HS)	Contact District Hosts	District Hosts
APRIL			
April 1	Alumni Membership Rosters Due	April 8	MyFFA
April 1	Ag. Education CDE Lesson Plans (HS)	April 8	Florida FFA HQ
April 1	Alumni Award Application, Chapter Co-Op Application, Chapter Advocacy Award Application, National Chapter Award Application, Proficiency Award Application, Outstanding District Officer Award Application	April 8	Florida FFA HQ
April 1	 State Horse Judging CDE (HS)	Qualified Teams	UF Horse Unit (Gainesville)
April 8	 State Livestock Judging CDE (HS)	Qualified Teams	UF Horse Unit (Gainesville)
April 8	 State Poultry Judging CDE (MS/HS)	March 24	UF Meats Lab (Gainesville)

January 5	 FAAE New Teacher Workshop***	Contact FAAE	LTC
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