Marion County Board of Education  
Field Trip Request Form  

All field trips requiring Board approval must be submitted at least two weeks prior to the regular Board Meeting. All other requests must be in at least one week prior to the trip. All completed copies are to be submitted to the principal who will sign and forward to county office for approval. Please submit one field trip form per bus needed.

School: Salem University  
Date Submitted: 8/23/2019  
Sponsor(s):  
Sub Needed: No

Group: Salem Athletics  
Date of Trip: 9/14/2019  
Chaperone(s):  
Sub Needed: No

45 (90 total) From Salem to WWU, stay at Game, transport back to Salem.  
Destination: Salem Athletic Field Games

Number to be transported: 45  
Approximate Cost: $500.00  
Source of Funding: Salem Athletic Field Games

Purpose of activity: Athletic Field Games

Number of School Days Lost: 0  
Pick up at Salem 7:00 am  
Transportation Information: Return students to Salem

Time bus to be loaded: 7:00 am  
Approximate time to return: 7:00 pm

Type of Transportation:  
Private Auto  
Commercial Carrier  
List Carrier  
Marion County School Bus

Is School to pay driver?  
Yes  
No (Salem)

Approval (granted / denied):  
Principal:  
County Office:  
Transportation:  
Date: 8/23/2019

Driver’s Trip Report

Bus Number:  
Bus Capacity:  
Total Number Transported:  

Destination:  
Date of Trip:  
Day of Week:  

Times:  
Pre-Trip  
Day One  
Day Two  

Bus available to load:  
Departure Time:  
Return Time:  
Completion of bus cleanup:  

Sponsor/Chaperone:  
Driver Signature:  
Mileage:  
Fuel:  

tb/2017  
White – Accounting  
Yellow – Transportation Office  
Pink – Driver  
Gold – Driver
COUNTY WIDE TRIP
Marion County Board of Education
Field Trip Request Form

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Salem University 8/22/2019  Salem University  No
School  Date Submitted  Sponsor(s)  Sub Needed

Athletics 8/31/2019 Salem University  No
Group  Date of Trip  Chaperone(s)  Sub Needed

45 (12) Salem University Athletics to NNU
Number to be transported  Destination

Provide transportation for athletic teams to work

Purpose of activity

NNU game and return to Salem
Number of School Days Lost  Approximate Cost $50.00 Source of Funding Salem Athletic

Transportation Information

From Salem to NNU
Load at Salem at 8:30
Approximate time to return 8:30 am

Type of Transportation

Private Auto
Commercial Carrier
List Carrier
Marion County School Bus

Is School to pay driver?

No (Salem University)

Approval (granted / denied)

Principal

Date

County Office

Date

Transportation

Date

Driver's Trip Report

Bus Number  Bus Capacity  Total Number Transported

Destination  Date of Trip  Day of Week

Times:

Pre-Trip  Day One  Day Two

Bus available to load  am / pm  am / pm
Departure Time  am / pm  am / pm
Return Time  am / pm  am / pm
Completion of bus cleanup  am / pm  am / pm

Sponsor/Chaperone (Verify all times)  Driver Signature  Mileage  Fuel

tb/2017  White – Accounting  Yellow – Transportation Office  Pink – Driver  Gold – Driver
Aligning County Booster Organizations with WV State Accounting Procedures

- All booster groups must follow the "Accounting Procedures Manual For The Public Schools In The State Of West Virginia".
- All booster groups must have approved by-laws with a president, vice president, secretary, and treasurer. All booster groups must have voted on and approved officers.
- The date of the election of officers is to be submitted to the school principal.
- All booster fundraisers must be approved and placed on the school fundraiser calendar.
- All booster groups must have their own one million dollar liability insurance policy.
- Documentation of liability insurance policy must be submitted to school principal.
- Booster organizations may elect to deposit monies in the school account with a separate title. If money is in school account with FEIN number they do not need liability insurance.
- Elimination dinner money cannot be deposited into school account.
- Booster groups must provide financial records at the end of the year to principal.

1) Name of booster Group: **Friends of Husky Football - North Marion Booster**

2) Booster Group by-laws submitted by August 1st of each year: (UPDATED) **Yes**

3) Date of the election of booster officers: **7-27-19**

4) Name of booster President: **Michael Hays** Phone #: **657-7110**

5) Name of booster Vice President: **Jamee Will** Phone #: **612-7737**

6) Name of booster Secretary: **Stacy Hays** Phone #: **641-0520**

7) Name of booster Treasurer: **Vince Storch** Phone #: **657-6223**

8) Booster fundraisers listed on school fundraiser calendar in the main office: **Yes**

9) Proof of booster Liability Insurance to principal: **Yes** Date submitted: **5-23-19**
(COMPLETE BACK OF THIS FORM)

10) Financial records submitted to the principal at the conclusion of the season: Yes

11) Principal is to receive 2 copies of the annual financial statements by each school support organization: Yes

12) An inventory of all uniforms, equipment, and other team merchandise has been submitted to the school principal: Yes

13) All items provided to athletes and coaches to be returned at the end of the year: Yes

Signatures

Principal

(Submit to Superintendent prior to June 1)

Superintendent

(To be approved by Board first meeting in July)

FILE WITH TREASURER OF MARION COUNTY BOARD OF EDUCATION.