

**School-Related Student Trip Request Form**

SUBMIT THIS FORM ONE WEEK PRIOR TO THE BOARD MEETING.

FACULTY MEMBER(S) SPONSORING TRIP Kristy Jones + Shelley Hamberg

TYPE OF TRIP (CHECK ONE):

- ☐ Classroom Field Trip ☒ Class Trip (i.e., junior, senior), specify 7<sup>th</sup> + 8<sup>th</sup> Grades  
☐ Organization/Club Trip, specify \_\_\_\_\_ ☐ Other (athletic, band, if applicable) \_\_\_\_\_

DESTINATION Potter's Ranch ADDRESS 5194 Beaver Rd PHONE 586-5475  
Union, KY 41091

- ☐ Out of State ☒ Out of County ☐ Within County

☐ Overnight; give name, address, phone of lodging \_\_\_\_\_DATE(S) OF TRIP May 22, 2014 DEPARTURE TIME 8:00 RETURN TIME 3:00PURPOSE/EDUCATIONAL VALUE Lifetime Fitness, team building, leadershipSOURCE OF FUNDING FOR TRIP PEP Grant*NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.*BILL TRIP EXPENSES TO: ☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☒ OTHER,  
SPECIFY PEP GrantNUMBER OF: STUDENTS 32 FACULTY SPONSORS 2-4 OTHER CHAPERONES PEP  
TOTAL # OF PARTICIPANTS about 40 workers possibly

MODE OF TRANSPORTATION

☒ CERTIFICATED COMMON CARRIER; SPECIFY School bus☐ PRIVATE VEHICLE, AS ALLOWED BY POLICY; SPECIFY DRIVER(S) \_\_\_\_\_

SUPERVISION (ATTACH LIST OF NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP.)

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? ☒ Yes ☐ NoKristy Jones  
Signature of Faculty Sponsor3-24-14  
DateTrip has been ☐ approved ☐ disapproved. Reason for disapproval \_\_\_\_\_\_\_\_\_\_  
Signature of Board Chairperson Date

For overnight and/or out-of-state trips, approval of the Board may be required by policy 09.36.

**RELATED PROCEDURES:**

09.36 AP.211, 09.36 AP.23

Review/Revised:7/11/13