

School-Related Student Trip Request Form

REQUESTS NEEDING BOARD APPROVAL SHOULD BE SUBMITTED AT MINIMUM ONE WEEK PRIOR TO THE NEXT SCHEDULED BOARD MEETING.

SCHOOL DSHS FACULTY MEMBER(S) SPONSORING TRIP Amy Hall

TYPE OF TRIP (CHECK ONE):

☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify _____☒ Organization/Club Trip, specify High School Band ☐ Other (athletic, band, if applicable) _____DESTINATION Gettysburg / Pigeon Forge ADDRESS _____ PHONE _____☒ Out of State ☐ Out of County ☐ Within County☐ Overnight; give name, address, phone of lodging in Pigeon ForgeDATE(S) OF TRIP April 6th-9th DEPARTURE TIME A.M. RETURN TIME Late AfternoonPURPOSE/EDUCATIONAL VALUE Clinic at W.K.U., Various Museums,Aquarium, hands on science, National Park hiking, ranger talksSOURCE OF FUNDING FOR TRIP Band Account + plus student pay

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.

BILL TRIP EXPENSES TO: ☒ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY School Account - BandNUMBER OF: STUDENTS 55 FACULTY SPONSORS 2 OTHER CHAPERONES 12-15TOTAL # OF PARTICIPANTS around 70

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☒ NO ☐ YES. SEE PROCEDURE 09.36 AP.212.☒ CERTIFICATED COMMON CARRIER; SPECIFY Charter Buses☐ PRIVATE VEHICLE, IF 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 ☐ No

Amy Hall
[Signature]
 Signature of Faculty Sponsor

[Signature]
 Signature of Principal

1/25/15
 Date

1/20/16
 Date

Trip has been ☐ approved ☐ disapproved. Reason for disapproval __________
Signature of Superintendent/Designee_____
Date

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

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.212, 09.36 AP.23

Review/Revised:12/16/13