

STUDENTS

09.36 AP.21

**School-Related Student Trip Request Form**

SUBMIT THIS FORM ONE WEEK PRIOR TO THE NEXT REGULAR BOARD MEETING.

SCHOOL PJHS FACULTY MEMBER(S) SPONSORING TRIP Bersaglia

TYPE OF TRIP (CHECK ONE):

☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify \_\_\_\_\_☒ Organization/Club Trip, specify BAND ☐ Other (athletic, band, if applicable) \_\_\_\_\_DESTINATION Dollywood (TN) ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_☒ Out of State ☐ Out of County ☐ Within County☐ Overnight; give name, address, phone of lodging \_\_\_\_\_DATE(S) OF TRIP April 16, 2016 DEPARTURE TIME 6:00 AM RETURN TIME 10:00 PMPURPOSE/EDUCATIONAL VALUE Music In The Parks festivalSOURCE OF FUNDING FOR TRIP Fundraising

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

BILL TRIP EXPENSES TO: ☒ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY \_\_\_\_\_NUMBER OF: STUDENTS 30 FACULTY SPONSORS 1 OTHER CHAPERONES \_\_\_\_\_

TOTAL # OF PARTICIPANTS \_\_\_\_\_

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☒ YES, SEE PROCEDURE 09.36 AP.212.☐ CERTIFICATED COMMON CARRIER; SPECIFY \_\_\_\_\_☐ 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 ☐ NoJohn A. Bersaglia  
Signature of Faculty Sponsor02/23/2016  
DateTrip has been ☐ approved ☐ disapproved. Reason for disapproval \_\_\_\_\_Dodd  
Signature of Superintendent/Designee2-24-16  
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: 8/20/01