

STUDENTS

09.36 AP.21

School-Related Student Trip Request Form

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

SCHOOL PHS FACULTY MEMBER(S) SPONSORING TRIP Kelly Soth

TYPE OF TRIP (CHECK ONE):

- ☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify _____
☒ Organization/Club Trip, specify Emily Chair Proj ☐ Other (athletic, band, if applicable) _____

DESTINATION Crystal Gateway Marriott ADDRESS 1700 Jefferson Davis Hwy, Arlington, Va 22202

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

☒ Overnight; give name, address, phone of lodging Crystal Gateway MarriottDATE(S) OF TRIP 3/18 - 3/21 DEPARTURE TIME 2:30 PM RETURN TIME 3:00 PMPURPOSE/EDUCATIONAL VALUE To accept the Don Meyer's Humanitarian Award from APC - National HonorSOURCE OF FUNDING FOR TRIP APC is paying for flight + motel

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

BILL TRIP EXPENSES TO: ☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☒ OTHER, SPECIFY APC Barley Lovern, Olivia Whitfield, Lyndsie Bartley, Sarah BelcherNUMBER OF: STUDENTS 4 FACULTY SPONSORS 1 OTHER CHAPERONESTOTAL # OF PARTICIPANTS 6

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 ☐ NoSignature of Faculty Sponsor Kelly SothDate 3/12/18Trip has been ☐ approved ☐ disapproved. Reason for disapproval _____Signature of Superintendent/Designee [Signature]Date 3-12-18

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.22, 09.36 AP.23

Review/Revised: 8/20/01