

Trip Request Form

NOTE: For trips requiring Board approval (all overnight trips), this form must be routed through the Principal and Superintendent and to the Board at least one (1) week prior to the next regularly scheduled Board meeting. For other trips, submit this form to the Principal at least two (2) weeks prior to the trip.

SCHOOL: **TRIGG COUNTY MIDDLE SCHOOL**FACULTY MEMBER(S) SPONSORING TRIP: **BETHANY ALLEN****TYPE OF TRIP (Check one):**

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

DESTINATION: **MURFREESBORO, TN** ADDRESS: **MIDDLE TENNESSEE STATE UNIVERSITY (FOOTBALL STADIUM)** PHONE:☒ Out-of-State ☐ Out-of-County ☐ Within-County☐ Overnight (Give name, address, phone of lodging) _____DATE(S) OF TRIP May 12 DEPARTURE TIME 8:15 RETURN TIME 7:30PURPOSE/EDUCATIONAL VALUE Reward TripSOURCE OF FUNDING FOR TRIP: **HIGH SCHOOL BAND ACTIVITY ACCOUNT**BILL TRIP EXPENSES TO: ☒ Sponsoring Organization ☐ School Council ☐ Board ☐ Other (Specify) _____**PARTICIPANTS**Number of Students 50 Faculty Sponsors 2 Other Chaperones 03 Total # of Participants 55**TRANSPORTATION**Is District transportation needed? ☐ No ☒ Yes (See Procedure 09.36 AP.212)☒ Bus ☐ Other Board-owned/insured vehicle☐ Private Vehicle(s) List drivers: _____Notification to parents/guardians that private vehicles are to be used? ☐ Yes ☐ No☐ Certificated Common Carrier (Specify) _____**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 ☐ NoBethany Allen

Faculty Sponsor's Signature

AJ Buchal

Principal's Signature

4/30/18

Date

5/2/18

Date

Trip has been ☐ approved ☐ disapproved. Reason for disapproval __________
Superintendent/Designee's Signature_____
Date

The Board must approve overnight trips.

Date of Board approval: _____ Order Number: _____

Review/Revised: 1/27/05