

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 TC HS FACULTY MEMBER(S) SPONSORING TRIP

TYPE OF TRIP (Check one):

☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify

☒ Organization/Club Trip (specify) Girls Basketball ☐ Other (athletic, band, if applicable)

DESTINATION 251 East Pine Mountain Rd ADDRESS
Kennwood High School PHONE (931) 905-7900 Clarksville, TN 37042

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

☐ Overnight (Give name, address, phone of lodging)

DATE(S) OF TRIP Jan 5, 2018 DEPARTURE TIME 8:00 AM RETURN TIME 8:00 PM

PURPOSE/EDUCATIONAL Athletics VALUE

SOURCE Athletics OF FUNDING FOR TRIP

BILL TRIP EXPENSES TO: ☐ Sponsoring Organization ☐ School Council ☐ Board ☒ Other (Specify) Athletics

PARTICIPANTS

Number of Students 18 Faculty Sponsors 4 Other Chaperones _____ Total # of Participants 22

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 ☐ No

Cory Cobb
Faculty Sponsor's Signature

9/25/18

Date