

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 TCHS FACULTY MEMBER(S) SPONSORING TRIP MATTHEW WILDER

TYPE OF TRIP (Check one):

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

DESTINATION LEXINGTON, KY ADDRESS Kentucky Horse Park PHONE STATE MEET

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

☒ Overnight (Give name, address, phone of lodging) Hampton Inn, 1025 Early Drive,
Winchester, KY 40391

DATE(S) OF TRIP NOVEMBER 2-3 DEPARTURE TIME 9:00am RETURN TIME 6:00 pm

PURPOSE/EDUCATIONAL VALUE STATE CROSS COUNTRY MEET

SOURCE OF FUNDING FOR TRIP CROSS COUNTRY

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

PARTICIPANTS

Number of Students 16 Faculty Sponsors 1 Other Chaperones _____ Total # of Participants 17

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

Matthew Wilder
Faculty Sponsor's Signature
Shawn N.
Principal's Signature

10/9/18
Date
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