

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 High School FACULTY MEMBER(S) SPONSORING TRIP Robin Ford-Stagner

TYPE OF TRIP (Check one):

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

DESTINATION Louisville ADDRESS 830 Phillip Lane PHONE 502-367-2251

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

☒ Overnight (Give name, address, phone of lodging) Crowne Plaza, 830 Phillips Ln. Louisville, Ky 502-367-2251

DATE(S) OF TRIP Nov. 18-20, 18 DEPARTURE TIME 8:45 am RETURN TIME 2:30 p.m.

PURPOSE/EDUCATIONAL VALUE Students will serve as part of a model state government. KYA offers students to learn about a variety of issues

SOURCE OF FUNDING FOR TRIP Self-Pay / Rotary Donations

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

PARTICIPANTS

Number of Students 49 Faculty Sponsors 3 Other Chaperones 1 Total # of Participants 53

TRANSPORTATION

Is District transportation needed? ☐ No ☒ Yes (See Procedure 09.36 AP.212)

☒ Bus ☒ Other Board-owned/insured vehicle (the van)
☒ Private Vehicle(s) List drivers: Robin Ford-Stagner

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

Robin Ford-Stagner
 Faculty Sponsor's Signature

11.5.18

Date

[Signature]
 Principal's Signature

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

Adults attending High School KYA:

Nov.18-20, 2018

1. Robin Ford-Stagner
2. Bradley Stewart
3. Tyler Magan
4. Brian Ahart