

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 High FACULTY MEMBER(S) SPONSORING TRIP Coach Steven

TYPE OF TRIP (Check one):
☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify _____
☐ Organization/Club Trip (specify) _____ ☒ Other (athletic, band, if applicable) Wrestling

DESTINATION oldham Co High ADDRESS 1150 Ky-373 Buckner Ky 40010 PHONE (502) 222-9461
☐ Out-of-State ☒ Out-of-County ☐ Within-County
☒ Overnight (Give name, address, phone of lodging) Quality Suites 1500 Crystal Drive 290 Grange Ky

DATE(S) OF TRIP Nov 30, Dec 1st DEPARTURE TIME 8:15 PM RETURN TIME 10 PM

PURPOSE/EDUCATIONAL VALUE W Wrestling tournament

SOURCE OF FUNDING FOR TRIP Trigg Wrestling booster

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

PARTICIPANTS
 Number of Students 15 Faculty Sponsors 1 Other Chaperones 2 Total # of Participants 18

TRANSPORTATION
 Is District transportation needed? ☐ No ☒ Yes (See Procedure 09.36 AP.212)
☐ Bus ☒ Other Board-owned/insured vehicle Van
☐ 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

Ralph Steven Oct 15 2018
 Faculty Sponsor's Signature Date
Gunn 10.25.18
 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