

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 Stewart
 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 Horse Park ADDRESS 4089 Iron Works Parkway PHONE (859) 233-4323
☐ Out-of-State ☒ Out-of-County ☐ Within-County
☒ Overnight (Give name, address, phone of lodging) Comfort Suite 121 Derby
Drive George Town Ky 403224 (502) 868-9500
 DATE(S) OF TRIP Feb 14 - Feb 17 DEPARTURE TIME 10 AM RETURN TIME 10 AM
 PURPOSE/EDUCATIONAL VALUE STATE Wrestling tournament

SOURCE OF FUNDING FOR TRIP Booth

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

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 Stewart

Faculty Sponsor's Signature

Shawn R.

Principal's Signature

10-15-17

Date

10-25-18

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