

School-Related Student Trip Request Form

Section 1 (To be completed by requesting organization – Incomplete forms will be returned, causing a delay in scheduling transportation for the event)

Date of Request: 11/27/18

Date of Event: January 13 -15, 2018

Organization: TCCHS Beta Club School: TCCHS

Number of Passengers: 52

Type of Trip (Check One)

☐ In-County Instructional

☐ In-County Athletic

☐ Other: (Explain In Detail)

X Out-of-County Instructional

☒ Out-of-County Athletic

☐ Out-of-State Instructional

☐ Out-Of-State Athletic

Destination (Event, City, and State): Beta Club Convention- Kentucky International Convention Center, Louisville, KY

Planned Stops To and From: Necessity stops along the way at a rest stop

Departing Location: TCCHS Date of Departure: January 13, 2018 Time of Departure: 10:00 AM

Returning Location: TCCHS Date of Return: January 15, 2018 Time of Return: 2:30 PM

Chaperone/s: Lisa Petrie Chaperone's Phone: 2704980452

Special Requests (Check One)

☐ Van

☐ Wheelchair Accessible

☐ Monitor

☐ Other: (Explain In Detail)

If requesting the Van, has the person driving been certified and approved to drive? ☐ Yes ☐ No (Check One)

Person Driving Van: Click here to enter text.

Trip Requested By: Lisa Petrie, Sponsor

Organization Responsible for Payment: Beta Club

Approval of Site Based Council Representative

Date 11-27-18

Section 2

DISTRICT USE ONLY

Approval of District Representative

Date:

Section 3

DRIVER - TURN THIS FORM IN WITH TIMESHEETS

Date/Time of Departure: Odometer Start:

Date/Time of Return: Odometer End:

I hereby certify that the above information is correct to the best of my knowledge.

Driver Signature Date

Driver Comments:

Coach or School Representative Signature Date

Request to Place an Item on the AgendaName: WUSA PetrieAddress: TCHSTelephone number: 270-498-0452

Name of school children attend, if applicable: _____

Group represented: Beta Club / GT - High SchoolCheck if request was submitted to: ☐ Superintendent ☐ Board ChairpersonConferred with following administrators (names): TCHS Site BaseDescription of Issue: I would like to take a bus of students to the Kentucky Beta Club convention in Louisville, KySpecific Action Requested: Approve trip / bus to attendCheck if you are: ☐ Board Member ☒ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06