

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 1 FACULTY MEMBER(S) SPONSORING TRIP Simone Parker

TYPE OF TRIP (Check one):

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

DESTINATION Nashville, TN ADDRESS Schermmerhorn PHONE _____

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

☐ Overnight (Give name, address, phone of lodging) _____

DATE(S) OF TRIP Thur, Feb 7 DEPARTURE TIME 12:45pm RETURN TIME 12:00 am

PURPOSE/EDUCATIONAL VALUE attend Symphony / dinner and museum

SOURCE OF FUNDING FOR TRIP Rotary Club

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

PARTICIPANTS

Number of Students 70 Faculty Sponsors 6 Other Chaperones 4 Total # of Participants 80

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

Simone Parker

Faculty Sponsor's Signature

Sherrill

Principal's Signature

11/16/18

Date

11.19.18

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