

STUDENTS

Trip Request Form

NOTE: For trips requiring Board approval (all overnight trips), this form must be submitted to the Principal and Superintendent and to the Board at least one (1) week prior to the scheduled Board meeting. For other trips, submit this form to the Principal at least one week prior to the trip.

SCHOOL TRIGG COUNTY HIGH SCHOOL

FACULTY MEMBER(S) SPONSORING TRIP ANDREA HAMPTON & COBY LEWIS

TYPE OF TRIP (Check one):

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

DESTINATION MURRAY STATE UNIVERSITY CURRIS CENTER

ADDRESS 102 CURRIS CENTER MURRAY, KY PHONE 800-272-4678

OUT-OF-STATE ☐ OUT-OF-COUNTY ☐ WITHIN-COUNTY

X Overnight (Give name, address, phone of lodging) MSU Curris Center 102 Curris Center Murray, KY 800-272-4678

DATE(S) OF TRIP 1/29/19 - 1/30/19 DEPARTURE TIME 1/29/19 (3PM)- RETURN TIME 1/30/19 (8PM)

PURPOSE/EDUCATIONAL VALUE REGIONAL COMPETITION

SOURCE OF FUNDING FOR TRIP DECA

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

PARTICIPANTS

Number of Students 4 Faculty Sponsors 1 Other Chaperones _____ Total # of Participants 5

TRANSPORTATION

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

☐ Bus X 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? X Yes ☐ No

Andrea Hampton

Faculty Sponsor's Signature

James R. Lewis

Principal's Signature

1/22/19

Date

1/22/19

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

I found out Friday night Regional officers need to stay the night

Tuesday to practice. We will be staying at the Curris Center (I also learned they have rooms there)