

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 2-20-19
Organization Dance TeamDate of Event 6-9-19 ~ 6-12-19
School TCCHS

Number of Passengers _____

Type of Trip (Circle One)

- ☐ In-County Instructional ☐ In-County Athletic ☐ Other: (Explain in detail)
☐ Out-of-County Instructional ☐ Out-of-County Athletic
☐ Out-of-State Instructional ☒ Out-of-State Athletic

Destination (Event, City, and State)) NDA Dance Camp Gatlinburg, TN

Planned Stops to and from _____

Departing location TCCHS Date of Departure 6-8 Time of Departure 8:00 amReturning location TCCHS Date of Return 6-13 Time of Return 1:00 pmChaperone(s) Katherine ColeChaperone's Phone # 270-604-2874

Special Requests (Check One)

- ☐ Van ☐ Wheelchair Accessible ☐ Other: 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 _____ Trip Requested By: _____

Organization Responsible for Payment _____

Approval of Site Based Council Representative [Signature] Date _____**District Use Only****Section 2**

Approval of District Representative _____ Date _____

DRIVER – TURN THIS FORM IN WITH TIMESHEETS**Section 3**

Date/Time Departure: _____ Odometer Start: _____

Date/Time 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 _____

Review/Revised:4/9/2018

Request to Place an Item on the AgendaName: Katherine ColeAddress: TCCHSTelephone number: 270-265-2506; 270-604-2874

Name of school children attend, if applicable: _____

Group represented: TCCHS DanceCheck if request was submitted to: ☒ Superintendent ☐ Board ChairpersonConferred with following administrators (names): Deatrik KinneyDescription of Issue: travel out-of-state and overnight staySpecific Action Requested: The TCCHS Dance team would like to travel to an NDA Dance Camp in Gatlinburg, Tennessee and stay overnight (June 9-12, 2019).Check 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