

**School-Related Student Day Trip and Overnight Trip Request Forms**

THIS FORM MUST BE SUBMITTED TO THE PRINCIPAL TWO (2) WEEKS PRIOR TO THE TRIP. IF BOARD APPROVAL IS REQUIRED, THE BOARD MUST RECEIVE THE FORM AT LEAST TWO (2) WEEKS IN ADVANCE OF TRIP.

**INFORMATION**

1. Sponsor's Name Mary Schalk Club or Dept Athletics - Tennis
  2. Name of all chaperones Casey Major, Pam Major, Leslie Kuykendall, Kevin Ranes
  3. Where will the group be going? Bowling Green, KY
  4. Purpose of the trip CO Ed Tennis State Championship  
 \*If the trip is a State Competition Trip, meals will be reimbursed at a daily rate of \$30.00, and must be accompanied by receipts.
  5. When is it to be held? Date May 4<sup>th</sup> + 5<sup>th</sup> Departure Time 7:30 AM  
 Estimated Travel Time 2 hrs.  
 Estimated Distance (Round trip) 240 mi.
  6. City Bowling Green State KY
  7. Place of overnight lodging (name, address & phone #) Clarion Inn + Suites  
4700 Scottsville Road; Bowling Green, KY (270) 282-7130
  8. Identify students by name (use attached sheet, if necessary) Vincent Major, Seth Ranes, Tyler Kuykendall, Ryan Warford, Maggie Jones, Allie Mersel, Mariah Austin, Allie Newman
  9. Cost to students 0<sup>00</sup> Cost to school organization 500<sup>00</sup>/100 Cost to Board 0<sup>00</sup>
  10. Describe the relevance of the trip: educational, cultural, etc./educational activities  
Tournament play
  11. Other activities planned \_\_\_\_\_
  12. How will this trip benefit your students? \_\_\_\_\_
  13. Type of transportation used Bus +
  14. Have trip permission slips been signed and are they in the possession of trip sponsor or leader?  
☒ Yes ☐ No If NO, indicate why: \_\_\_\_\_
- Sponsor's Signature Mary Schalk Date 3/28/19 Principal's Signature [Signature] Date 3/28/19

Trip has been ☐ approved ☐ disapproved. Reason for disapproval \_\_\_\_\_

Signature of Superintendent/Designee \_\_\_\_\_

Date \_\_\_\_\_

Board Approval Date \_\_\_\_\_

**RELATED PROCEDURES:**

09.36 (all procedures)

Review/Revised: 2/23/2015