

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) TWO WEEKS IN ADVANCE OF TRIP.

INFORMATION

1. Sponsor's Name Jon Newton Club or Dept Boys Basketball
 2. Name of all chaperones Newton, Harte, Himmelheben
 3. Where will the group be going? WKU
 4. Purpose of the trip Team Camp
*If the trip is a State Competition Trip, meals will be reimbursed at a daily rate of \$40.00, and must be accompanied by receipts.
 5. When is it to be held? Date June 6-8 Departure Time 8:15
Estimated Travel Time 2.5 hours
 6. City Bowling Green State KY Estimated Distance (Round trip) 210
 7. Place of overnight lodging (name, address & phone #) WKU Dorm
 8. Identify students by name (use attached sheet, if necessary) See Attached
 9. Cost to students \$150 Cost to school organization \$2000 Cost to Board -
 10. Describe the relevance of the trip: educational, cultural, etc./educational activities
Team camp, bonding, visit WKU Campus
 11. Other activities planned -
 12. How will this trip benefit your students? visit college, same experience
 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: _____
- [Signature] 5-14-19 [Signature] 5/14/19
Sponsor's Signature Date Principal's Signature Date

Trip has been ___approved___disapproved. If disapproved, explain below:

Signature of Superintendent/Designee

Date

Board Approval Date