

**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 Todd Whitsett Club or Dept Track
  2. Name of all chaperones Todd Whitsett, Brandye Whitsett, Taylor Herzog
  3. Where will the group be going? Lexington
  4. Purpose of the trip KHSAA State Track  
 \*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 31st Departure Time May 30 10AM  
 Estimated Travel Time 3 hours
  6. City Lexington State KY Estimated Distance (Round trip) 450
  7. Place of overnight lodging (name, address & phone #) TBA
  8. Identify students by name (use attached sheet, if necessary) Denaligh Starks, Garrett West, Ryan Roland, Michel Velazquez, Trevor Baker, Aiden Whitsett, Aiden Wildman, Layden Wagoner
  9. Cost to students — Cost to school organization — Cost to Board 1500<sup>00</sup>
  10. Describe the relevance of the trip: educational, cultural, etc./educational activities State Track Meet
  11. Other activities planned —
  12. How will this trip benefit your students? State
  13. Type of transportation used Parent Transport
  14. Have trip permission slips been signed and are they in the possession of trip sponsor or leader?  
☒ Yes ☐ No If NO, indicate why: Atletic Event
- Sponsor's Signature [Signature] Date 5/24/19 Principal's Signature [Signature] Date 5/24/19

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