

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 Bruce Club or Dept _____
2. Name of all chaperones Bruce, Cherry, Tork
3. Where will the group be going? Regional Freshman Competition
4. Purpose of the trip comp. for Regional contests
**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 Oct, TBD Departure Time 3:30 pm
Estimated Travel Time 1.5 hr.
6. City Hancock Co. State KY Estimated Distance (Round trip) 180 miles
7. Place of overnight lodging (name, address & phone #) Ø
8. Identify students by name (use attached sheet, if necessary) _____
9. Cost to students Ø Cost to school organization \$500 Cost to Board Ø
10. Describe the relevance of the trip: educational, cultural, etc./educational activities _____
11. Other activities planned _____
12. How will this trip benefit your students? _____
13. Type of transportation used _____
14. Have trip permission slips been signed and are they in the possession of trip sponsor or leader?

☐ Yes

☐ No If NO, indicate why:

Mary Bruce
Sponsor's Signature

7/8/19
Date

[Signature]
Principal's Signature

7/8/19
Date

Trip has been ☒ approved ☐ disapproved. If disapproved, explain below:

[Signature]
Signature of Superintendent/Designee

7/8/19
Date

Board Approval Date