

School-Related Student Trip Request Form

## INSTRUCTIONS

1. Requests for trips (athletic events, conferences, field trips, etc....) must be submitted 3 weeks prior to trip.
2. Requests for **overnight** or **out-of-state** trips must be submitted 6 weeks prior to trip.
3. Please attach a tentative transportation itinerary, including any planned stops.
4. If overnight trip, attach name, address and phone number of lodging.

SCHOOL ALSHS FACULTY MEMBER IN CHARGE SCOTT STAMPER

## TYPE OF TRIP (CHECK ONE):

Classroom Field Trip      Organization/Club Trip, specify \_\_\_\_\_  
 Class Trip (i.e. junior, senior), specify \_\_\_\_\_ Other (Athletic, etc...) specify, GOLF (Boys)

DESTINATION: BOOTS RANDOLPH GC / PENNYELLE STATE PARK ADDRESS CADIZ / DANSON SPRINGS KY PHONE \_\_\_\_\_

Out of State      Out of County      Within County      Overnight 7:00

DATE(S) OF TRIP 8/1 - 8/3 TIME YOU PLAN TO DEPART FROM SCHOOL 4:00 pm (8-1)

APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL 4:00 pm (8-3)

PURPOSE/EDUCATIONAL VALUE 2 VARSITY GOLF TOURNAMENTS

BILL TRIP EXPENSES TO: \_\_\_\_\_

Attach a description of estimated expenses including, but not limited to, lodging, meals, registration, and all other anticipated travel expenses.

*NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY*

NUMBER OF: Students 6 Faculty Sponsors 1 Other Chaperones \_\_\_\_\_  
 Total # of Participants (Riders) 7

## MODE OF TRANSPORTATION

Is District Transportation Needed? No      Yes, see Procedure 09.36 AP.212 DRIVER

Certificated Common Carrier (i.e. Charter Bus), specify company \_\_\_\_\_

Private Vehicle, if allowed by policy; specify driver(s) \_\_\_\_\_

Any special transportation needs? (e.g. under storage compartments for luggage, etc...) \_\_\_\_\_

## SUPERVISION (ATTACH LIST OF NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP)

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? Yes      No

[Signature]  
 Signature of Faculty Sponsor

7-19-19  
 Date

Trip has been approved disapproved, reason for disapproval \_\_\_\_\_

[Signature]  
 Signature of Superintendent/Designee

7/22/2019  
 Date

For overnight and/or out of state trips, approval of thee Superintendent and/or Board may be required by policy 09.36.