

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 ACSHS FACULTY MEMBER IN CHARGE D. Towe + J. Croft

TYPE OF TRIP (CHECK ONE):

Classroom Field Trip Organization/Club Trip, specify Cheer competition showcase
 Class Trip (i.e. junior, senior), specify _____ Other (Athletic, etc...) specify, _____

DESTINATION: Wilson County Expo Center ADDRESS Lebanon, TN PHONE _____

Out of State

Out of County

Within County

Overnight

DATE(S) OF TRIP 10/20/19 TIME YOU PLAN TO DEPART FROM SCHOOL 8:00 am

APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL 5:00 pm

PURPOSE/EDUCATIONAL VALUE competition showcase

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 13 Faculty Sponsors 2 Other Chaperones _____
 Total # of Participants (Riders) _____

MODE OF TRANSPORTATION

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

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

Private Vehicle, if allowed by policy; specify driver(s) *parents will transport

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

Diane Croft
 Signature of Faculty Sponsor

9/6/19
 Date

Trip has been approved disapproved, reason for disapproval _____

Joseph M. Croft
 Signature of Superintendent/Designee

 Date

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

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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 ACCTC FACULTY MEMBER IN CHARGE Monica Bean

TYPE OF TRIP (CHECK ONE):

Classroom Field Trip Organization/Club Trip, specify FBLA
 Class Trip (i.e. junior, senior), specify _____ Other (Athletic, etc...) specify, _____

DESTINATION: Nissan Stadium ADDRESS 1 Titans Way PHONE 615-565-4211
Out of State Out of County Nashville TN Within County 37213 Overnight

DATE(S) OF TRIP 10/29/19 TIME YOU PLAN TO DEPART FROM SCHOOL 8:00 AM

APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL 2:30 PM

PURPOSE/EDUCATIONAL VALUE To attend Titans Learning Lab

BILL TRIP EXPENSES TO: FBLA

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 30 Faculty Sponsors 2 Other Chaperones _____
 Total # of Participants (Riders) 32

MODE OF TRANSPORTATION

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

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

Monica Bean

Signature of Faculty Sponsor

Monica Bean Cindy Scott

9/4/19

Date

Trip has been approved disapproved, reason for disapproval _____

[Signature] 9/4/2019

Signature of Superintendent/Designee

Date

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