

School-Related Student Trip Request Form

SUBMIT THIS FORM ONE WEEK PRIOR TO THE BOARD MEETING.

FACULTY MEMBER(S) SPONSORING TRIP MELISSA HERALD**TYPE OF TRIP (CHECK ONE):**☒ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify _____☐ Organization/Club Trip, specify _____ ☐ Other (athletic, band, if applicable) _____Destination AJ Jolly Park Address Campbell County Environmental Education Center1261 RaceTrack Road, Alexandria KY 41001☐ Out of State ☐ Out of County ☒ Within County☐ Overnight; give name, address, phone of lodging _____DATE(S) OF TRIP 9/23/19 DEPARTURE TIME 8:45 RETURN TIME 2:30PURPOSE/EDUCATIONAL VALUE TO REVIEW, SUPPORT, AND INTRODUCE SCIENTIFIC CONCEPTS TAUGHT IN THE CLASSROOMSOURCE OF FUNDING FOR TRIP STUDENTS WILL PAY FOR BUS. FIELD TRIP IS NO COST.*NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.*BILL TRIP EXPENSES TO: ☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY _____NUMBER OF: STUDENTS 15 FACULTY SPONSORS 1 OTHER CHAPERONES 1TOTAL # OF PARTICIPANTS 17**MODE OF TRANSPORTATION**☒ CERTIFICATED COMMON CARRIER; SPECIFY BUS☐ PRIVATE VEHICLE, AS ALLOWED BY POLICY; SPECIFY DRIVER(S) _____**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 ☐ NoMelissa Herald*Signature of Faculty Sponsor*8/28/19*Date*Trip has been ☐ approved ☐ disapproved. Reason for disapproval __________
*Signature of Board Chairperson*_____
Date

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

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.23

Review/Revised:7/11/13