

School-Related Student Trip Request Form

SUBMIT THIS FORM ☐ ONE WEEK ☐ TWO WEEKS ☐ OTHER, SPECIFY _____ PRIOR TO THE TRIP.

SCHOOL ACPC FACULTY MEMBER(S) SPONSORING TRIP Lesley Atwood

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 Bottom View Farms ADDRESS 185 Wilkerson Lane PHONE 615.325.7017

☒ Out of State ☐ Out of County ☐ Within County Portland, TN 37148

☐ Overnight; give name, address, phone of lodging _____

DATE(S) OF TRIP 10.21.19 DEPARTURE TIME 8:00 RETURN TIME 1:00

PURPOSE/EDUCATIONAL VALUE We will be learning about pumpkins in our Fall Pumpkin unit. Kids will get hands on experiences with pumpkin and farm

SOURCE OF FUNDING FOR TRIP _____

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

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 8 FACULTY SPONSORS 3 OTHER CHAPERONES 1
 TOTAL # OF PARTICIPANTS 12

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☒ YES, SEE PROCEDURE 09.36 AP.212.

☐ CERTIFICATED COMMON CARRIER; SPECIFY _____

☐ PRIVATE VEHICLE, IF 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 ☐ No

Lesley Atwood
 Signature of Faculty Sponsor

9/26/19
 Date

Trip has been ☐ approved ☐ disapproved. Reason for disapproval _____

 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.

RELATED PROCEDURES: 09.36 AP.1, 09.36 AP.21, 09.36 AP.211, 09.36 AP.212

Review/Revised: 09/17/01

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 Greg Dunn

TYPE OF TRIP (CHECK ONE):

Classroom Field Trip Organization/Club Trip, specify _____

Class Trip (i.e. junior, senior), specify _____ Other (Athletic, etc...) specify, Girls BasketballDESTINATION: Westmoreland High School ADDRESS _____ PHONE _____☒ Out of State☐ Out of County☐ Within County☐ OvernightDATE(S) OF TRIP Jan. 17, 2020 TIME YOU PLAN TO DEPART FROM SCHOOL 4:30 pmAPPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL 9:00 pmPURPOSE/EDUCATIONAL VALUE Varsity Basketball GameBILL TRIP EXPENSES TO: D=020-1-925-0131-01 M=020-1925-0898-01

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 20 Faculty Sponsors 3 Other Chaperones _____
 Total # of Participants (Riders) 23

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
Greg Dunn
Signature of Faculty Sponsor9-25-19

Date

Trip has been ☒ approved ☐ disapproved, reason for disapproval _____Joseph M. [Signature]
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.