

School-Related Student Trip Request Form

Section 1 (To be completed by requesting organization – Incomplete forms will be returned, causing a delay in scheduling transportation for the event.)

Date of Request 10/17/19 Date of Event April 4-10
 Organization TCCHS Baseball Team School TCCHS
 Number of Passengers _____

Type of Trip (Circle One)

- ☐ In-County Instructional ☐ In-County Athletic ☐ Other: (Explain in detail)
☐ Out-of-County Instructional ☐ Out-of-County Athletic
☐ Out-of-State Instructional ☒ Out-of-State Athletic

Destination (Event, City, and State)) Ft. Walton Beach FL

Planned Stops to and from No planned stops - Only Routine Food, Gas & Restroom

Departing location _____ Date of Departure _____ Time of Departure _____

Returning location _____ Date of Return _____ Time of Return _____

Chaperone(s) _____ Chaperone's Phone # _____

Special Requests (Check One)

- ☐ Van ☐ Wheelchair Accessible ☐ Other: Monitor ☐ Other (Explain in Detail)

If requesting the van, has the person driving been certified and approved to drive? ☐ Yes ☐ No (Check one)

Person Driving Van _____ Trip Requested By: TCCHS Baseball

Organization Responsible for Payment TCCHS Baseball

Approval of Site Based Council Representative [Signature] Date _____

District Use Only

Section 2

Approval of District Representative _____ Date _____

DRIVER – TURN THIS FORM IN WITH TIMESHEETS

Section 3

Date/Time Departure: _____ Odometer Start: _____

Date/Time Return: _____ Odometer End: _____

I hereby certify that the above information is correct to the best of my knowledge.

Driver Signature _____ Date _____

Driver Comments:

Coach or School Representative Signature _____ Date _____

Review/Revised:4/9/2018

Request to Place an Item on the Agenda

Name:

Christopher Brandon

Address:

137 Old Allensville Rd Ellettsville KY

Telephone number:

870-604-2981

Name of school children attend, if applicable:

TCHS

Group represented:

TCHS Baseball

Check if request was submitted to:

☐ Superintendent☐ Board Chairperson

Conferred with following administrators (names):

I spoke with Mr. Kinney on 10/17/19 : Sent Paperwork to TCHS Site based meeting 10/24/19

Description of Issue:

TCHS Baseball Team Trip to Florida over Spring Break

Specific Action Requested:

TCHS Baseball Team Trip to Ft. Walton Beach FL over 2019-2020 School Year Spring Break

Check if you are:

☐ Board Member☐ District Employee

Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06