

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 ACCTC FACULTY MEMBER IN CHARGE M. Rather / M. Trammel

TYPE OF TRIP (CHECK ONE):

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

DESTINATION: Galt House ADDRESS 104 N 4th Street PHONE (502) 589-5200

Out of State ☐ Out of County ☒ Within County ☐ Overnight ☒

DATE(S) OF TRIP March 1-3, 2010 TIME YOU PLAN TO DEPART FROM SCHOOL 1 pm

APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL 4:00 pm

PURPOSE/EDUCATIONAL VALUE Students (DECA) to compete @ state level.

BILL TRIP EXPENSES TO: DECA

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 24 est. Faculty Sponsors 2 Other Chaperones \_\_\_\_\_  
 Total # of Participants (Riders) 26

## 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...) luggage

## 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

10/15/19  
 Date

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

[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.

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SCHOOL ACCTC FACULTY MEMBER IN CHARGE M. Rather / M. Trammel

TYPE OF TRIP (CHECK ONE):

Classroom Field Trip

Organization/Club Trip, specify DECA

Class Trip (i.e. junior, senior), specify

Other (Athletic, etc...) specify

DESTINATION: ICDC Holiday Inn Express Downtown Nashville TN ADDRESS 920 Broadway PHONE 615-244-0150

Out of State

Apr 12 - May 3, 2020 Out of County

Within County

Overnight

DATE(S) OF TRIP Apr 12 - May 3, 2020 TIME YOU PLAN TO DEPART FROM SCHOOL 8:00 am

APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL 3 pm

PURPOSE/EDUCATIONAL VALUE students to compete in DECA events @ international level

BILL TRIP EXPENSES TO: DECA

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 est. 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...) luggage space needed

## 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

M. Rather  
Signature of Faculty Sponsor

10/15/19  
Date

Trip has been approved 10/16/2017 disapproved, reason for disapproval \_\_\_\_\_

J. M. City  
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.