

School-Related Student Trip Request Form

## INSTRUCTIONS

Week of June 4-6 (State)

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 AC-SH FACULTY MEMBER IN CHARGE C. Cook

TYPE OF TRIP (CHECK ONE):

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

DESTINATION: University of Kentucky ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

Out of State

Out of County

Within County

OvernightDATE(S) OF TRIP June 4 - 6, 2020 TIME YOU PLAN TO DEPART FROM SCHOOL TBAAPPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL TBAPURPOSE/EDUCATIONAL VALUE Tennis MATCHBILL TRIP EXPENSES TO: Tennis Post-Season / Board Paid

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 1 Other Chaperones 2  
 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) \_\_\_\_\_

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

Cameron Cook

Signature of Faculty Sponsor

11-22-19

Date

Trip has been approved disapproved, reason for disapproval \_\_\_\_\_Paul M. Cook

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.