

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 Valynn Spearman

TYPE OF TRIP (CHECK ONE):

☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify _____
☒ Organization/Club Trip, specify Art Club ☐ Other (athletic, band, if applicable) _____

DESTINATION Center for Visual Arts ADDRESS 919 Broadway PHONE _____
Nashville, TN 37203

☒ Out of State ☐ Out of County ☐ Within County

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

DATE(S) OF TRIP 2/21 DEPARTURE TIME 8:30 RETURN TIME 2:40

PURPOSE/EDUCATIONAL VALUE Viewing application of art concepts, view
Masters work + create art piece

SOURCE OF FUNDING FOR TRIP Art Club Fees

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.

BILL TRIP EXPENSES TO: ☒ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☒ BOARD ☐ OTHER, SPECIFY Art Club

NUMBER OF: STUDENTS 23 FACULTY SPONSORS 2 OTHER CHAPERONES 1
 TOTAL # OF PARTICIPANTS 26

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

Signature of Faculty Sponsor

01/14/20
 Date

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

Signature of Superintendent/Designee

1/14/20
 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

Date: 01/13/20

Dear Mr. Hamby,

The Art Club requests permission to take a field trip to The Frist Center for the Visual Arts at 919 Broadway, Nashville, TN 37203 on Friday, February, 21st at 8:30 a.m. The trip would serve as an extension to the art concepts we learned this year. It is also a valuable opportunity for them to see some of the masters' work that we talked about this year as well as a chance to create an art piece of their own through the ArtQuest activity that the center provides. Thank you for your consideration.

Sincerely,
Valynn Spearman
Art Teacher
Allen County Primary Center