

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 Allen County - Scottsville FACULTY MEMBER IN CHARGE Todd Cagle

TYPE OF TRIP (CHECK ONE):

Classroom Field Trip Organization/Club Trip, specify History Club
 Class Trip (i.e. junior, senior), specify _____ Other (Athletic, etc....) specify, _____

DESTINATION: Herritage ADDRESS 2580 Rachel's Lane Nashville, TN 37026 PHONE _____☒ Out of State☒ Out of County☐ Within County☐ OvernightDATE(S) OF TRIP 24 April TIME YOU PLAN TO DEPART FROM SCHOOL 8:00 amAPPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL 2:15 pmPURPOSE/EDUCATIONAL VALUE Educational Field TripBILL TRIP EXPENSES TO: History Club - ACSTHS Activity Fund

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 40 Faculty Sponsors 1 Other Chaperones 3
 Total # of Participants (Riders) 44

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 ☐

Todd Cagle
Signature of Faculty Sponsor10 Feb 20
DateTrip 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.