

School-Related Student Trip Request Form

INSTRUCTIONS

POST-SEASON

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 M. Clark

TYPE OF TRIP (CHECK ONE):

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

DESTINATION: UK Campus ADDRESS Lexington Ky PHONE _____

Out of State

Out of County

Within County

OvernightDATE(S) OF TRIP 2-20-2/22 TIME YOU PLAN TO DEPART FROM SCHOOL _____APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL TBAPURPOSE/EDUCATIONAL VALUE TBABILL TRIP EXPENSES TO: SWIM POST SEASON

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

MODE OF TRANSPORTATION

Is District Transportation Needed?

NoParent Transport
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

Kenny Howard
Signature of Faculty Sponsor2/10/20
DateTrip has been approved disapproved, reason for disapproval _____*Joseph M. Coyle*
Signature of Superintendent/Designee2/10/2020
Date

For overnight and/or out of state trips, approval of the Superintendent and/or Board may be required by policy 09.36.