

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. Overnight and Out of State trips must be board approved.
4. If overnight trip, attach name, address and phone number of lodging, and a transportation itinerary, including any planned stops.

SCHOOL James E Bazzell Middle School FACULTY MEMBER IN CHARGE Shelton Fisher, April Craft

## TYPE OF TRIP (CHECK ONE):

☐ Classroom Field Trip ☒ Organization/Club/Class/Athletic Trip (specify) Jr. Beta Club

☐ Itinerary Attached ☐ Itinerary to follow ☐ No planned stops

DESTINATION: Fort Worth, TX Convention Center ADDRESS 1201 Houston St. Ft. Worth, TX PHONE (817) 392-6338

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

DATE(S) OF TRIP June 18 - June 22 TIME YOU PLAN TO DEPART FROM SCHOOL June 18

APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL June 22

PURPOSE/EDUCATIONAL VALUE Compete at National Jr. Beta Convention

BILL TRIP EXPENSES TO: JBMS Jr. Beta Club

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 18 Faculty Sponsors 3 Other Chaperones \_\_\_\_\_  
Total # of Participants (Riders) \_\_\_\_\_

## MODE OF TRANSPORTATION

Is District Transportation Needed? No Yes, see Procedure 09.36 AP.212 flying

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

Shelton Fisher, April Craft  
Signature of Faculty Sponsor

2-5-19  
Date

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

[Signature]  
Signature of Superintendent/Designee

2/11/2020  
Date

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