

**School-Related Student Day Trip and Overnight Trip Request Forms**

THIS FORM MUST BE SUBMITTED TO THE PRINCIPAL TWO (2) WEEKS PRIOR TO THE TRIP. IF BOARD APPROVAL IS REQUIRED, THE BOARD MUST RECEIVE THE FORM AT LEAST TWO (2) TWO WEEKS IN ADVANCE OF TRIP.

**INFORMATION**

1. Sponsor's Name Donna Bumpus Club or Dept DFC Trips Blue
  2. Name of all chaperones Donna Bumpus
  3. Where will the group be going? Louisville
  4. Purpose of the trip Environmental Strategies Leadership Training  
 \*If the trip is a State Competition Trip, meals will be reimbursed at a daily rate of \$30.00, and must be accompanied by receipts.
  5. When is it to be held? Date 3/10-3/12 Departure Time 4:30 p.m.  
 Estimated Travel Time 2.5 hrs.
  6. City Louisville State Ky Estimated Distance (Round trip) 380
  7. Place of overnight lodging (name, address & phone #) Louisville Marriott East,  
1903 Embassy Square Blvd. Louisville Ky 40298
  8. Identify students by name (use attached sheet, if necessary) Seth Ramez, Reagan  
Ramez, Lily Martin
  9. Cost to students 0 Cost to school organization 0 Cost to Board 0
  10. Describe the relevance of the trip: educational, cultural, etc./educational activities Leadership  
training that students will use to train youth in our  
community & the 3 counties in River Valley Region
  11. Other activities planned NA
  12. How will this trip benefit your students? Great Leadership Opportunity
  13. Type of transportation used District Van
  14. Have trip permission slips been signed and are they in the possession of trip sponsor or leader?  
☒ Yes ☐ No If NO, indicate why: \_\_\_\_\_
- Sponsor's Signature Donna Bumpus Date 3/20/20 Principal's Signature Tim Gully Date 2-28-20

Trip has been ☐ approved ☐ disapproved. Reason for disapproval \_\_\_\_\_

Signature of Superintendent/Designee

Date

Board Approval Date

**RELATED PROCEDURES:**

09.36 (all procedures)

Review/Revised:2/23/2015