

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 ACSHS FACULTY MEMBER IN CHARGE Little/K. Stinson

## TYPE OF TRIP (CHECK ONE):

Classroom Field Trip      Organization/Club Trip, specify Beta Club  
 Class Trip (i.e. junior, senior), specify \_\_\_\_\_ Other (Athletic, etc...) specify, \_\_\_\_\_

DESTINATION: Fort Worth, Texas ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

Out of State      Out of County      Within County      Overnight

DATE(S) OF TRIP 6/15/2020 - 6/17/2020 TIME YOU PLAN TO DEPART FROM SCHOOL \_\_\_\_\_

APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL \_\_\_\_\_

PURPOSE/EDUCATIONAL VALUE Compete at National BetaBILL TRIP EXPENSES TO: 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 2 Faculty Sponsors 0 Other Chaperones \_\_\_\_\_  
 Total # of Participants (Riders) 2

MODE OF TRANSPORTATION Parents will transportIs 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

Mary Little

Signature of Faculty Sponsor

2-25-2020

Date

Trip has been approved disapproved, reason for disapproval \_\_\_\_\_Joseph M. [Signature] 2/25/2020

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.