

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 CSM Simpson

TYPE OF TRIP (CHECK ONE):

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

DESTINATION: Greenville Ky ADDRESS Wendell Ford Training PHONE 270 991 8187

Out of State

Out of County

Within County

Overnight

May 29/10am

DATE(S) OF TRIP see May 29 - June 2, 2020 TIME YOU PLAN TO DEPART FROM SCHOOL SEE BACKAPPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL See BACK June 2/ 10:30amPURPOSE/EDUCATIONAL VALUE Leadership CampBILL TRIP EXPENSES TO: JROTC

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

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...) _____

Understorage

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

[Signature]
Signature of Faculty Sponsor14 FEB 20
DateTrip has been approved [Signature] 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.