## 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

SCHOOL ACLE SEMBLE ACSIS FACULTY MEMBER IN CHARGE TYPE OF TRIP (CHECK ONE):    Classroom Field Trip   Morganization/Club/Class/Athletic Trip (specify)   Archer	
Classroom Field Trip   Organization/Club/Class/Athletic Trip (specify)   Archivia   Itinerary Attached   Itinerary to follow   No planned stops	SCHOOL ACIC JEBMS, ACSIS FACULTY MEMBER IN CHARGE TOO 1. 1
DESTINATION: Myttle Brach County Dither Special Moderate Destination ADDRESS 2.101 N. COKET My The Brach Science PHONE  Dott of State Out of County Within County Working Overnight  DATE(S) OF TRIP Line 11 To 7.0 TIME YOU PLAN TO DEPART FROM SCHOOL  APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL  PURPOSE/EDUCATIONAL VALUE Process View Guardisca County Date Of Many County  Attach a description of estimated expenses including, but not limited to, lodging, meals, registration, and all other anticipated travel expenses including, but not limited to, lodging, meals, registration.  No STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY  NUMBER OF: Students Faculty Sponsors Other Chaperones County Faculty of Participants (Riders)  MODE OF TRANSPORTATION  Is District Transportation Needed?  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  Signature of Faculty Sponsor  Date  Signature of Superintendual Designation of disapproval	TYPE OF TRIP (CHECK ONE):
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Superintendent and/or Board may be required by policy 09.36.	Signature of Superintendent/Designee  For overnight and/or out of state trips, approval of thee Superintendent and/or Board may be required by policy 09.36.

Request for Approval to attend NASP Archery Championships-Myrtle Beach-June 11th & 12th

Mr. Hamby,

I am asking for Board approval that our archers be allowed to participate in this event. I need to know ASAP, as my rosters would need to be finalized no later than this Thursday, May 14th @12pm.

The Archers competed in NASP VIRTUAL NATIONALS and their scores have qualified them to attend the NASP CHAMPIONSHIP which happens to be at the Myrtle Beach Convention Center and Sports Center in Myrtle Beach, South Carolina. I am scheduled to pick their Flight Times (time they will need to be on the line to shoot-not airplane flights) on Wednesday morning this week, May 13th @ 7am. I am attempting to get all Saturday Flights to minimize overnight stays.

This event will require parents/guardians to bring their child to this tournament in the same manner as we do ALL our tournaments. We have only required a bus in the past, when tournaments have been on a school day. It is anticipated that they will show up for their hour flight and then leave.

Parents will be responsible for transportation and lodging and all expenses to and from this event. Pending your approval and what Flights times I manage to secure, I will finalize an agenda and complete Roster of who will be going.

All coaches, archers, and parents will follow the ACBOE for overnight/out of state travel requirements. We will also follow all Covid requirements of the state in which we will be traveling as well as the NASP Covid requirements.

I understand the archers and parents will possibly need to sign these documents:

- 1. Nasp Waiver to participate for Championships
- 2. Archer Fee agreement
- 3. Field Trip Form
- 4. Rejection of Allen County Schools Student Transportation
- 5. Acknowledgement of Risk Form from our District
- 6. Covid Test completed 48 hours prior to trip
- 7. ACBOE Overnight Rules

If you Approve, please let me know if there is anything else we would need to have signed or to do prior to the trip.

Thank you for your consideration on this matter, Tracy Butler