

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 ACIC, JEBMS, ACSHS FACULTY MEMBER IN CHARGE Tracy Butler

TYPE OF TRIP (CHECK ONE):

☐ Classroom Field Trip ☒ Organization/Club/Class/Athletic Trip (specify) Archery
☐ Itinerary Attached ☐ Itinerary to follow ☒ No planned stops
 DESTINATION: Myrtle Beach Convention/ Sports Center ADDRESS 2101 N. DAK ST. PHONE Myrtle Beach, SC 29517
☒ Out of State ☐ Out of County ☐ Within County ☒ Overnight

DATE(S) OF TRIP: June 11-12, 2021 TIME YOU PLAN TO DEPART FROM SCHOOL NA

APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL NA

PURPOSE/EDUCATIONAL VALUE Archers have qualified for NASP Championships

BILL TRIP EXPENSES TO: Parents/guardians will transport and lodge, and pay all expenses for their child to participate.
 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 71 Faculty Sponsors 4 Other Chaperones 6
 Total # of Participants (Riders) 81

MODE OF TRANSPORTATION

Is District Transportation Needed? No Yes, see Procedure 09.36 AP.212
 Certificated Common Carrier (i.e. Charter Bus), specify company NA
 Private Vehicle, if allowed by policy; specify driver(s) NA
 Any special transportation needs? (e.g. under storage compartments for luggage, etc...) NA

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

Tracy Butler
 Signature of Faculty Sponsor

05-10-2021
 Date

Trip has been approved disapproved, reason for disapproval _____

 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.

May 11, 2021

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