

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 Greg Dunn

TYPE OF TRIP (CHECK ONE):

Classroom Field Trip Organization/Club Trip, specify

Class Trip (i.e. junior, senior), specify

Other (Athletic, etc...) specify, Girls Basketball

DESTINATION: Campbellsville University ADDRESS Campbellsville, Ky PHONE

Out of State

Out of County

Within County

Overnight

DATE(S) OF TRIP June 14-16 TIME YOU PLAN TO DEPART FROM SCHOOL 9:00 AM - June 14, 2021

APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL 6:00 PM on June 16, 2021

PURPOSE/EDUCATIONAL VALUE Summer Basketball Camp

BILL TRIP EXPENSES TO: ACSHS Lady Patriot Boosters

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 20 Faculty Sponsors 2 Other Chaperones

Total # of Participants (Riders) 22

## 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...)

Bus drop off on 6-14-21 and Return for Pick up on 6-16-21 Time T.B.D.

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

Greg Dunn  
Signature of Faculty Sponsor

5-27-2021  
Date

Trip has been approved

disapproved, reason for disapproval

[Signature]  
Signature of Superintendent/Designee

[Signature]  
Date

For overnight and/or out of state trips, approval of thee Superintendent and/or Board may be required by policy 09.36.

To: Angie Anderson, ACBOE

From: Michelle Sullivan, ACSHS Accounts Clerk

Date: 5-27-2021

Attached please find a trip request form for a Boys Basketball Summer Camp out of state in Portland, TN for dates June 15, 17 & 22, 2021. I'm forwarding it to you at the request of Mr. Etherington due to two of the dates being prior to the scheduled June board meeting for Mr. Hamby's consideration.

Also, included is a Girls Basketball Summer Camp that Greg Dunn is requesting that is overnight to Campbellsville University for a summer camp on June 14-16. I'm also forwarding it for consideration of approval.

Please let me know if all the dates are approved or if the trip needs to be cancelled due to the date of submission.

Thank you.