

School-Related Student Trip Request Form

Section 1 To be completed by requesting organization – (Incomplete forms will be returned, causing a delay in scheduling transportation for the event.)

Date of Request 7-27-21 Date of Event 9-10-21 - 9-11-21
 Organization FFA School TCCHS
 Number of Passengers 2

Type of Trip (Circle One)

- ☐ In-County Instructional ☐ In-County Athletic ☐ Other: (Explain in detail)
☒ Out-of-County Instructional ☐ Out-of-County Athletic
☐ Out-of-State Instructional ☐ Out-of-State Athletic

Destination (Event, City, and State)) Kentucky FFA Leadership Training Center
 Planned Stops to and from 3

Departing location TC Greenhouse Date of Departure 9-10-21 Time of Departure 2:00 p.m.
 Returning location TC Greenhouse Date of Return 9-11-21 Time of Return 3:00 p.m.

Chaperone(s) Shayla Berry Chaperone's Phone # 270-604-5237

Special Requests (Check One)

- ☐ Van ☐ Wheelchair Accessible ☐ Other: Monitor ☒ Other: (Explain in Detail) HHR

If requesting the van, has the person driving been certified and approved to drive? ☒ Yes ☐ No (Check one)

Person Driving Van Shayla Berry Trip Requested By: Shayla Berry
 Organization Responsible for Payment FFA

Approval of Site Based Council Representative [Signature] Date 8-2-21

District Use Only

Section 2

Approval of District Representative _____ Date _____

DRIVER – TURN THIS FORM IN WITH TIMESHEETS

Section 3

Date/Time Departure: _____ Odometer Start: _____
 Date/Time Return: _____ Odometer End: _____

I hereby certify that the above information is correct to the best of my knowledge.

Driver Signature _____ Date _____

Driver Comments: _____

Coach or School Representative Signature _____ Date _____

Request to Place an Item on the AgendaName: Sheryl BarryAddress: TCCHSTelephone number: 270-265-2306

Name of school children attend, if applicable: _____

Group represented: TCCHS Agriculture / FFACheck if request was submitted to: ☒ Superintendent ☐ Board ChairpersonConferred with following administrators (names): Lee QuillenDescription of Issue: FFA Leadership trainingSpecific Action Requested: permission to travel toHardinsburg, KY and stay overnight
for the Rising Sun Leadership trainingCheck if you are: ☐ Board Member ☒ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06