

## 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: 8/2/2021

Date of Event: 8/30/2021

Organization: TCCHS Golf

School: TCCHS

Number of Passengers:

Type of Trip (Check 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): Clarksville, TN

Planned Stops To and From: TBD

Departing Location: TCCHS

Date of Departure: 8/30/2021

Time of Departure: 1:00pm

Returning Location: TCCHS

Date of Return: 8/30/2021

Time of Return: 9:00pm

Chaperone/s: Brad Rager; Christopher Brandon

Chaperone's Phone: 270-604-0172

Special Requests (Check One)

☐ Van

☐ Wheelchair Accessible

☐ Monitor

☐ Other: (Explain In Detail)

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

Person Driving Van: Click here to enter text.

Trip Requested By: Brad Rager

Organization Responsible for Payment: N/A – the Golf team is not requesting transportation. Transportation will be provided by parents.

Approval of Site Based Council Representative

Date

8-2-21

Section 2

DISTRICT USE ONLY

Approval of District Representative

Date:

Section 3

DRIVER – TURN THIS FORM IN WITH TIMESHEETS

Date/Time of Departure:

Odometer Start:

Date/Time of 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 Agenda**Name: Brad Raper; Christopher BrandonAddress: TCHSTelephone number: 270-265-2506

Name of school children attend, if applicable: \_\_\_\_\_

Group represented: TCHS GolfCheck if request was submitted to: ☒ Superintendent ☐ Board ChairpersonConferred with following administrators (names): Lee QuarlesDescription of Issue: Golf competition out-of-stateSpecific Action Requested: permission to travel to  
Clarksville (out-of-state) for Golf  
competition on August 30, 2021Check 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