

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 ACS HS FACULTY MEMBER IN CHARGE Heed

TYPE OF TRIP (CHECK ONE):

Classroom Field Trip Organization/Club Trip, specify J.V. Football
 Class Trip (i.e. junior, senior), specify _____ Other (Athletic, etc...) specify, _____

DESTINATION: Westmoreland ADDRESS _____ PHONE _____☒ Out of State☐ Out of County☐ Within County☐ OvernightDATE(S) OF TRIP 9-27-21 TIME YOU PLAN TO DEPART FROM SCHOOL 4:40 PMAPPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL 9:00 PMPURPOSE/EDUCATIONAL VALUE J.V. FBBILL TRIP EXPENSES TO: Football

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 30 Faculty Sponsors 2 Other Chaperones _____
 Total # of Participants (Riders) 32

MODE OF TRANSPORTATION

Is District Transportation Needed? No ☒ Yes, see Procedure 09.36 AP.212Certificated Common Carrier (i.e. Charter Bus), specify company 1 bus

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

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.