

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 Kellie Stinson

TYPE OF TRIP (CHECK ONE):

Classroom Field Trip Organization/Club Trip, specify Beta Club State Convention
 Class Trip (i.e. junior, senior), specify _____ Other (Athletic, etc...) specify, _____

DESTINATION: Louisville Ky ADDRESS ^{TBD} _____ PHONE _____

Out of State

Out of County

Within County

OvernightDATE(S) OF TRIP Jan 9-11-2022 TIME YOU PLAN TO DEPART FROM SCHOOL 9:00amAPPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL 1/11/22 @ 3:00pmPURPOSE/EDUCATIONAL VALUE Academic, Leadership, Art, TalentBILL TRIP EXPENSES TO: ACS Beta activity fund

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 40 Faculty Sponsors 2 Other Chaperones _____
 Total # of Participants (Riders) 42

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) Mrs White

Any special transportation needs? (e.g. under storage compartments for luggage, etc...) _____

Luggage, Competition Supplies

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

Kellie Stinson
 Signature of Faculty Sponsor

9/30/21
 Date

Trip has been approved _____ disapproved, reason for disapproval _____

9/30/21
 Signature of Superintendent/Designee

Date

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