

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: Gallinburg, Tennessee ADDRESS Glenstone Lodge  
504 Historic Nature Trail PHONE 865-277-8614  
Gallinburg, TN 37738

Out of State

Out of County

Within County

Overnight

DATE(S) OF TRIP Dec. 19 - 22, 2021 TIME YOU PLAN TO DEPART FROM SCHOOL TBD

APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL TBD

PURPOSE/EDUCATIONAL VALUE Basketball Tournament

BILL TRIP EXPENSES TO: Girls Basketball (meals + lodging to be paid by 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 14 Faculty Sponsors 4 Other Chaperones \_\_\_\_\_  
 Total # of Participants (Riders) 18

## MODE OF TRANSPORTATION

Is District Transportation Needed? No Yes If all parents plan to go, we ask parents to transport their child.  
 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...) Under storage compartments

## 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

9-30-2021  
 Date

Trip has been approved \_\_\_\_\_ disapproved, reason for disapproval \_\_\_\_\_

[Signature]  
 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.