

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 ACIC FACULTY MEMBER IN CHARGE Renee Jones

TYPE OF TRIP (CHECK ONE):

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

DESTINATION: Louisville KY ADDRESS Galt House PHONE _____

Out of State ☐ Out of County ☐ Within County ☐ Overnight ☐

DATE(S) OF TRIP 11/11/22 11/14/22 TIME YOU PLAN TO DEPART FROM SCHOOL See Attached

APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL See Attached

PURPOSE/EDUCATIONAL VALUE Beta Convention

BILL TRIP EXPENSES TO: Beta Activity Acct.

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 67 Faculty Sponsors 5 Other Chaperones _____
 Total # of Participants (Riders) 72 46 riders on 11/11/22
26 riders on 11/12/22

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) _____

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

Under Storage Compartments for luggage

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 ☐

Renee Jones
 Signature of Faculty Sponsor

1-4-22
 Date

Trip has been approved disapproved, reason for disapproval _____

Shen Geller
 Signature of Superintendent/Designee

1-4-22
 Date

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

Elementary (5th grade) Beta Trip to Galt House, Louisville, KY (all times are CST)

January 11, 2022

7:30 - Leave Allen County Intermediate Center

10:00 - Arrive at Galt House (Louisville, KY)

January 12, 2022

10:00 - Leave Galt House

10:30 - stop for quick lunch at Shepherdsville, KY

2:30 - Arrive at Allen County Intermediate Center

Junior (6th grade) Beta Trip to Galt House, Louisville, KY

January 12, 2022

12:00 - Leave ACIC

3:00 - arrive at Galt House

January 14, 2022

10:00 - Leave Galt House

10:30 - stop for quick lunch at Shepherdsville, KY

2:30 - Arrive at Allen County Intermediate Center