

## 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: 1/14/2022 Date of Event: Murray State Quad State honor band

Organization: TCCHS Band School: TCCHS

Number of Passengers: 5

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): Murray State University

Planned Stops To and From: NA

Departing Location: TCCHS

Date of Departure: 2/24/2022

Time of Departure: afternoon

Returning Location: TCCHS

Date of Return: 2/26/2022

Time of Return: Sat afternoon

Chaperone/s: Mike DiPasquale

Chaperone's Phone: 270.799.3006

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: Heather DiPasquale

Trip Requested By: Mike DiPasquale

Organization Responsible for Payment: TCCHS Band

Approval of Site Based Council Representative

Date

*Van Request*

### 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 AgendaName: Mike DiPasqualeAddress: TCCHSTelephone number: 870-265-2506

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

Group represented: TCCHS BandCheck if request was submitted to: ☒ Superintendent ☐ Board ChairpersonConferred with following administrators (names): Lee QuarlesDescription of Issue: MSU Honor Band - travel/over-  
night stay (Van Request)Specific Action Requested: Permission to travel to AND  
stay overnight for Murray State HONOR  
BandCheck 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