

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 ACSAS FACULTY MEMBER IN CHARGE Stamps

TYPE OF TRIP (CHECK ONE):

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

DESTINATION: Galt House ADDRESS Louisville, Ky PHONE _____

Out of State Out of County Within County Overnight

DATE(S) OF TRIP Mar 16-18 TIME YOU PLAN TO DEPART FROM SCHOOL 9:00 AMAPPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL 3:30 pmPURPOSE/EDUCATIONAL VALUE Kentucky United Nations AssemblyBILL TRIP EXPENSES TO: Student Y

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 13 Faculty Sponsors 2 Other Chaperones _____
 Total # of Participants (Riders) 15

MODE OF TRANSPORTATION

Is District Transportation Needed? No Yes Todd Stamps - DRIVER / ADVISOR
 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...) _____

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

Todd Stamps
Signature of Faculty Sponsor2-16-22
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.