

# 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: 2/28/2022 Date of Event: July 24<sup>th</sup> – July 28<sup>th</sup>

Organization: TCCHS Cheerleading School: TCCHS

Number of Passengers: 18 Girls, 2 Coaches, and 2 Chaperones

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): UCA Cheer Camp Panama City Beach, Florida

Planned Stops To and From: Breakfast/Lunch on way down, Lunch/Supper on the way back

Departing Location: TCCHS Annex Date of Departure: 7/24/22 Time of Departure: 2:00 AM

Returning Location: TCCHS Annex Date of Return: 7/28/2022 Time of Return: 10:30 PM

Chaperone/s: Amber Gant

Chaperone's Phone: 270-839-8932

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: Click here to enter text.

Trip Requested By: Amber Gant

Organization Responsible for Payment:

Approval of Site Based Council Representative

Date

3-1-22

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 Agenda**Name: Cheerleading - Amber IsantAddress: TCCHSTelephone number: 270-265-2506

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

Group represented: CheerleadingCheck if request was submitted to: ☒ Superintendent ☐ Board ChairpersonConferred with following administrators (names): Lee QuarlesDescription of Issue: travel to UCA Cheer CampSpecific Action Requested: permission to travel to and stay overnight in Panama City Beach, Florida for a UCA Cheer CampCheck 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