

**School-Related Student Trip Request Form**SUBMIT THIS FORM ☐ ONE WEEK ☐ TWO WEEKS ☐ OTHER, SPECIFY \_\_\_\_\_

PRIOR TO THE TRIP.

SCHOOL ACPC FACULTY MEMBER(S) SPONSORING TRIP Valynn Smith

## TYPE OF TRIP (CHECK ONE):

☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify \_\_\_\_\_☒ Organization/Club Trip, specify Art Club☐ Other (athletic, band, if applicable) \_\_\_\_\_DESTINATION Frist Ctr. For Visual Arts ADDRESS 919 Broadway PHONE \_\_\_\_\_  
Nashville, TN 37203☒ Out of State ☐ Out of County ☐ Within County☐ Overnight; give name, address, phone of lodging \_\_\_\_\_DATE(S) OF TRIP 4/28 DEPARTURE TIME 8:30 RETURN TIME \_\_\_\_\_PURPOSE/EDUCATIONAL VALUE Opportunity to view masters' work; create an art piece through the ArtQuest activity.SOURCE OF FUNDING FOR TRIP No cost to attend Center.

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.

BILL TRIP EXPENSES TO: ☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☒ BOARD ☐ OTHER, SPECIFY \_\_\_\_\_NUMBER OF: STUDENTS 17 FACULTY SPONSORS 2 OTHER CHAPERONES \_\_\_\_\_  
TOTAL # OF PARTICIPANTS \_\_\_\_\_

## MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☒ YES, SEE PROCEDURE 09.36 AP.212.☐ CERTIFICATED COMMON CARRIER; SPECIFY \_\_\_\_\_☐ PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) \_\_\_\_\_

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

Signature of Faculty Sponsor

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.

RELATED PROCEDURES: 09.36 AP.1, 09.36 AP.21, 09.36 AP.211, 09.36 AP.212

Review/Revised: 09/17/01

Date: 03/09/22

Dear Mr. Hamby,

The Art Club requests permission to take a field trip to The Frist Center for the Visual Arts at 919 Broadway, Nashville, TN 37203 on Thursday, April, 28<sup>th</sup> at 8:30 a.m. The trip would serve as an extension to the art concepts we learned this year. It is also a valuable opportunity for them to see some of the masters' work that we talked about this year as well as a chance to create an art piece of their own through the ArtQuest activity that the center provides. Thank you for your consideration.

Sincerely,  
Valynn Smith  
Art Teacher  
Allen County Primary Center