

School-Related Student Trip Request Form

09.36 AP.21

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. Overnight and Out of State trips must be board approved.
4. If overnight trip, attach name, address and phone number of lodging, and a transportation itinerary, including any planned stops.

SCHOOL James E. Bazell Middle School FACULTY MEMBER IN CHARGE Shelton Fisher & Jenna Neal

TYPE OF TRIP (CHECK ONE):

☐ Classroom Field Trip ☒ Organization/Club/Class/Athletic Trip (specify) Jr. Beta

☐ Itinerary Attached ☒ Itinerary to follow ☐ No planned stops

DESTINATION: Gaylord Opryland Resort & Convention Center ADDRESS 2800 Opryland Dr PHONE 615-889-1000
☒ Out of State ☐ Out of County ☐ Within County Nashville, TN 37214 ☒ Overnight

DATE(S) OF TRIP June 27-30, 2022 TIME YOU PLAN TO DEPART FROM SCHOOL June 27 @ 10 am

APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL June 30 at 1 pm

PURPOSE/EDUCATIONAL VALUE Compete at National Jr. Beta Convention

BILL TRIP EXPENSES TO: James E. Bazell Middle School Jr. Beta

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

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...) _____

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

Shelton Fisher

Signature of Faculty Sponsor

3-7-22

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.