

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. Please attach a tentative transportation itinerary, including any planned stops.
4. If overnight trip, attach name, address and phone number of lodging.

SCHOOL ACIC FACULTY MEMBER IN CHARGE Trey Harper

TYPE OF TRIP (CHECK ONE):

Classroom Field Trip Organization/Club Trip, specify Elementary
 Class Trip (i.e. junior, senior), specify Beta National Convention
 Other (Athletic, etc...) specify, _____

DESTINATION: Nashville, TN ADDRESS 2800 Opryland Dr. PHONE (615) 889-1000
☒ Out of State ☐ Out of County ☐ Within County ☒ Overnight

DATE(S) OF TRIP 6/29 - 7/1 TIME YOU PLAN TO DEPART FROM SCHOOL N/AAPPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL N/APURPOSE/EDUCATIONAL VALUE Marketing PresentationBILL TRIP EXPENSES TO: Beta Activity Fund

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 3
 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) Christi Turner, Trey Harper, Emily Hendrix

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 NoBene Jones
Signature of Faculty Sponsor3/23/22
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.

Adults going to Elementary Beta National Convention

Opryland Hotel and Convention Center

June 29-July 1

Trey Harper

Renee Jones

Christi Turner

Emily Hendrix

Jessica Temple