

School-Related Student Trip Request FormSchool Year
board agenda

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 ACHS FACULTY MEMBER IN CHARGE T. Cook H. Scott
M. Cook N. Diehl

TYPE OF TRIP (CHECK ONE):

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

DESTINATION: MTSU - Stadium ADDRESS Murfreesboro, TN PHONE _____

Out of State

Out of County

Within County

Overnight

DATE(S) OF TRIP July 29, 2022 TIME YOU PLAN TO DEPART FROM SCHOOL TBD

APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL TBD

PURPOSE/EDUCATIONAL VALUE Professional Musicianship

BILL TRIP EXPENSES TO: Band

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 80 Faculty Sponsors 4 Other Chaperones 4
 Total # of Participants (Riders) 88

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 ☐

Tyler Cook
 Signature of Faculty Sponsor

5/2/22
 Date

Trip has been approved disapproved, reason for disapproval _____

[Signature]
 Signature of Superintendent/Designee

5-5-22
 Date

For overnight and/or out of state trips, approval of thee Superintendent and/or Board may be required by policy 09.36.