

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: 6/30/2022 Date of Event: 10/23/2022

Organization: TCCHS Band School: TCCHS

Number of Passengers: 45

Type of Trip (Check One)

- ☐ In-County Instructional ☐ In-County Athletic ☒ Other: Out of State Instructional
☒ Out-of-County Instructional ☐ Out-of-County Athletic
☐ Out-of-State Instructional ☐ Out-Of-State Athletic

Destination (Event, City, and State): Bands of America Super Regional – Indianapolis, IN

Planned Stops To and From: Food/bathroom break along route near Louisville, KY

Departing Location: TCCHS Date of Departure: 10/21/2022 Time of Departure: TBD
Returning Location: TCCHS Date of Return: 10/23/2022 Time of Return: early afternoon
Chaperone/s: Mike DiPasquale Chaperone's Phone: 270.799.3006

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: Mike DiPasquale

Organization Responsible for Payment: TCCHS Band

Approval of Site Based Council Representative

Date

6-30-22

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 AgendaName: Mike DePasqualeAddress: TCHSTelephone number: 270-265-2506

Name of school children attend, if applicable: _____

Group represented: TCHS BandCheck if request was submitted to: ☒ Superintendent ☐ Board ChairpersonConferred with following administrators (names): Lee QuallsDescription of Issue: band competition in IndianapolisSpecific Action Requested: permission to travel out-of-state (to Indianapolis) and stay overnight (from October 21-23, 2002)Check 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