

STUDENTS

School-Related Student Trip Request Form

out of state
overnight 09.36 AP.21
10/28
10/30 July
board meeting

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 ACSHS FACULTY MEMBER IN CHARGE T. Cook H. Scott
 TYPE OF TRIP (CHECK ONE): H. Cook W. Dief
 Classroom Field Trip Organization/Club Trip, specify Marching Band
 Class Trip (i.e. junior, senior), specify _____ Other (Athletic, etc...) specify, _____
 DESTINATION: Richmond, Ky ADDRESS HS get to be named ... probably PHONE Madison Southern
 Out of State 2 Madison Southern Out of County _____ Within County _____ Overnight HS
 DATE(S) OF TRIP 10/28 - 10/30 TIME YOU PLAN TO DEPART FROM SCHOOL TBD
 APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL TBD
 PURPOSE/EDUCATIONAL VALUE Marching Band Contest - Post Season
 BILL TRIP EXPENSES TO: Post Season

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 90 Faculty Sponsors 4 Other Chaperones 4
 Total # of Participants (Riders) 98

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 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.

School-Related Student Trip Request Formout of state
July 2022 09.36 AP.21

INSTRUCTIONS

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SCHOOL ACS HS FACULTY MEMBER IN CHARGE Ashley Murphy

TYPE OF TRIP (CHECK ONE):

Classroom Field Trip

Organization/Club Trip, specify

Girls Soccer

Class Trip (i.e. junior, senior), specify

Other (Athletic, etc....) specify,

DESTINATION: Travis Price Park ADDRESS 4155 Wilkes Rd PHONE 5240 TN-76 (Address changed per A. Murphy 6/30/22)Out of State

Out of County

Within County

Overnight

DATE(S) OF TRIP 8/30/22 TIME YOU PLAN TO DEPART FROM SCHOOL 3:15 pmAPPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL 9:00 pm

PURPOSE/EDUCATIONAL VALUE _____

BILL TRIP EXPENSES TO: _____

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 20 Faculty Sponsors 1 Other Chaperones _____
 Total # of Participants (Riders) 21

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

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 thee Superintendent and/or Board may be required by policy 09.36.