

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: 8/18/2022

Date of Event: 9/29/2022

Organization: TCCHS Yearbook

School: TCCHS

Number of Passengers: 17

Type of Trip (Check One)

☐ In-County Instructional

☐ In-County Athletic

☐ Other: (Explain In Detail)

☐ Out-of-County Instructional

☐ Out-of-County Athletic

☒ Out-of-State Instructional

☐ Out-Of-State Athletic

Destination (Event, City, and State): Josten's Publishing – Clarksville, TN

Planned Stops To and From: NONE

Departing Location: TCCHS

Date of Departure: 9/29/2022

Time of Departure: 8:30am

Returning Location: TCCHS

Date of Return: 9/29/2022

Time of Return: 2:00pm

Chaperone/s: Natassja Clark; Brandi Francies

Chaperone's Phone: 615-856-3130

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: Natassja Clark

Organization Responsible for Payment: Yearbook

Approval of Site Based Council Representative

Date 8.18.22

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 Agenda

Name: Natassja Clark
Address: 806 S. Main St
Telephone number: 270-265-2506 ext: 5113
Name of school children attend, if applicable: TCHS
Group represented: 2022/2023 TCHS Yearbook Staff
Check if request was submitted to: ☒ Superintendent ☐ Board Chairperson
Conferred with following administrators (names): Mr. Lee Qurales

Description of Issue: The yearbook class plans to attend a workshop at Jostens Plant in Clarksville, TN on Sept. 29th from 9 am to 1:30 pm.

Specific Action Requested: Approve out of state field trip.

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