

School-Related Student Trip Request Form

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-MSD FACULTY MEMBER IN CHARGE Kelsi Pardue
Kristen Siddens

TYPE OF TRIP (CHECK ONE):

Classroom Field Trip

Organization/Club Trip, specify _____

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

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

DESTINATION: Bottom View Farms ADDRESS 185 Wilkerson Ln. PHONE (615) 707-0715

Out of State

Out of County

Within County Portland, TN

Overnight

DATE(S) OF TRIP 10/20/22 TIME YOU PLAN TO DEPART FROM SCHOOL 8:15 am

APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL 2:00 pm

PURPOSE/EDUCATIONAL VALUE Agriculture learning, physical activity, social skills

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 13 Faculty Sponsors 6 Other Chaperones 0
Total # of Participants (Riders) 19

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

Kelsi Pardue / Kristen Siddens
Signature of Faculty Sponsor

Date

Trip has been approved disapproved, reason for disapproval _____

[Signature]
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.

Bottom View Farms
185 Wilkerson Lane
Portland, TN 37148
(615) 767-6715

Itinerary:

1. Leave ACIC at 8:15 am
2. Arrive at 9:00 am
3. Tour, Activities, Lunch: 9:00-12:30 pm
4. Leave Farm at 1:00 pm
5. Return to school at 2:00 pm

Teachers & Staff:

Kelsi Pardue
Tracy Butler
Lydia Vernon
Kristen Siddens
Manessa Prock
Ina Elmore

Students:

Laikly Clark
Jonah Carpenter
Austin Denison
Ian Hairston
Jax Huston
Dylan Silva
Riley Whitney

Felix Cruz
Riley Emberton
Jacob Elmore
Finley Garmon
Jaylen Graves
*Leeland Lloyd