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 AC Stu FACULTY MEMBER IN CHARGE T. Coon J. Pace M. Cook N. Piel

TYPE OF TRIP (CHECK ONE):

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

DESTINATION: Summit HS TN ADDRESS _____ PHONE _____

Out of State Out of County Within County Overnight

DATE(S) OF TRIP 3/4/23 TIME YOU PLAN TO DEPART FROM SCHOOL TBD

APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL TBD

PURPOSE/EDUCATIONAL VALUE Winterguard Contest

BILL TRIP EXPENSES TO: Band / Winterguard

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 50 Faculty Sponsors 2 Other Chaperones _____
Total # of Participants (Riders) 52

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

Tiffany Coon 11/1/22
Signature of Faculty Sponsor ***Date***

Trip has been approved disapproved, reason for disapproval _____

12-5-22
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.