

STUDENTS

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 11/17/2023 Date of Event March 21st - 24th
Organization FCCLA School TCCHS
Number of Passengers 10-15

Type of Trip (Circle One)

- In-County Instructional
- Out-of-County Instructional
- Out-of-State Instructional
- In-County Athletic
- Out-of-County Athletic
- Out-of-State Athletic
- Other: (Explain in detail)

Overnight

Destination (Event, City, and State) Galt House Hotel, Louisville, KY
Planned Stops to and from stop to eat on way home (Fast food - McDonald's)

Departing location TCCHS Date of Departure 3/21 Time of Departure 4:30 PM
Returning location TCCHS Date of Return _____ Time of Return 3:30 PM

Chaperone(s) Bailey Brewer Chaperone's Phone # (270) 543-9207
Kala Ford (270) 225-7316

Special Requests (Check One)
 Van Wheelchair Accessible Other: Monitor Other (Explain in Detail) BUS + drive

If requesting the van, has the person driving been certified and approved to drive? Yes No (Check one)

Person Driving Van _____ Trip Requested By: Bailey Brewer
Organization Responsible for Payment GTE PERKINS TRAVEL FUNDS

Approval of Site Based Council Representative [Signature] Date 1-17-23

District Use Only

Section 2
Approval of District Representative _____ Date _____

DRIVER – TURN THIS FORM IN WITH TIMESHEETS

Section 3
Date/Time Departure: _____ Odometer Start: _____
Date/Time 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: Bailey Brewer (FCCLA)

Address: TCCHS

Telephone number: 270-265-2506

Name of school children attend, if applicable: _____

Group represented: FCCLA

Check if request was submitted to: Superintendent Board Chairperson

Conferred with following administrators (names): Lee Quarles

Description of Issue: FCCLA State Leadership Conference

Specific Action Requested: permission to travel to and stay overnight in Louisville, KY for the FCCLA State Leadership Conference, March 21st - 24th

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