

**School-Related Student Trip Request Form**SUBMIT THIS FORM ☐ ONE WEEK ☐ TWO WEEKS ☐ OTHER, SPECIFY \_\_\_\_\_

PRIOR TO THE TRIP.

SCHOOL Allen County Primary FACULTY MEMBER(S) SPONSORING TRIP Valynn Smith

TYPE OF TRIP (CHECK ONE):

☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify \_\_\_\_\_☒ Organization Club Trip, specify Art Club ☐ Other (athletic, band, if applicable) \_\_\_\_\_DESTINATION The Frist Art Museum ADDRESS Nashville TN PHONE 615-244-3340☒ Out of State ☐ Out of County ☐ Within County 919 Broadway☐ Overnight; give name, address, phone of lodging \_\_\_\_\_DATE(S) OF TRIP 04/27/23 DEPARTURE TIME 08:30 RETURN TIME 2:00PURPOSE/EDUCATIONAL VALUE Extension of Art Club lessons on Masters' art.SOURCE OF FUNDING FOR TRIP Art Club Funds

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.

BILL TRIP EXPENSES TO: ☒ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY \_\_\_\_\_NUMBER OF: STUDENTS 23 FACULTY SPONSORS 1 OTHER CHAPERONES 1TOTAL # OF PARTICIPANTS 25

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☒ YES, SEE PROCEDURE 09.36 AP.212.☐ CERTIFICATED COMMON CARRIER; SPECIFY \_\_\_\_\_☐ PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) \_\_\_\_\_

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 ☐ NoValynn Smith  
Signature of Faculty Sponsor03/06/23  
DateTrip has been ☐ approved ☐ disapproved. Reason for disapproval \_\_\_\_\_Turkey  
Signature of Superintendent/Designee3/6/23  
Date

For overnight and/or out-of-state trips, approval of the Superintendent and/or Board may be required by policy 09.36.

RELATED PROCEDURES: 09.36 AP.1, 09.36 AP.21, 09.36 AP.211, 09.36 AP.212

Review/Revised: 09/17/01

Date: 03/06/23

Dear Mr. Hamby,

The Art Club requests permission to take a field trip to The Frist Center for the Visual Arts at 919 Broadway, Nashville, TN 37203 on Thursday, April, 27<sup>th</sup> at 8:30 a.m. The trip would serve as an extension to the art concepts we learned this year. It is also a valuable opportunity for them to see some of the masters' work that we talked about this year as well as a chance to create an art piece of their own through the ArtQuest activity that the center provides. Thank you for your consideration.

Sincerely,  
Valynn Smith  
Art Teacher  
Allen County Primary Center

A handwritten signature in black ink, appearing to read 'Valynn Smith', is written over the typed name.