

School-Related Student Trip Request Form

09.36 AP.21

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. Overnight and Out of State trips must be board approved.
4. If overnight trip, attach name, address and phone number of lodging, and a transportation itinerary, including any planned stops.

SCHOOL JEBMS FACULTY MEMBER IN CHARGE Chris Carter

TYPE OF TRIP (CHECK ONE):

☐ Classroom Field Trip
 ☒ Organization/Club/Class/Athletic Trip (specify) Baseball
☐ Itinerary Attached
 ☐ Itinerary to follow
 ☒ No planned stops Lafayette, TN
 DESTINATION: Macon, TN ADDRESS 1003 TN-52 Bypass PHONE _____
☒ Out of State
 ☒ Out of County
 ☐ Within County
 ☐ Overnight

DATE(S) OF TRIP May 1st TIME YOU PLAN TO DEPART FROM SCHOOL 4:15pmAPPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL 9:00pmPURPOSE/EDUCATIONAL VALUE Baseball GameBILL TRIP EXPENSES TO: Baseball - JEBMS

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 22 Faculty Sponsors 1 Other Chaperones _____
 Total # of Participants (Riders) 23

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

Signature of Faculty Sponsor

Date

Trip has been approved disapproved, reason for disapproval _____

Signature of Superintendent/Designee

Date

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