

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 16 Mar 2023

Date of Event 6-7 May 2023

Organization JROTC Senior Trip

School TCHS

Number of Passengers 23

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)

Destination (Event, City, and State)) 6 Flags of ST Louis, ST Louis MO / Bush

Planned Stops to and from Hotel

Departing location TCHS Date of Departure 6 May 2023 Time of Departure 6:00 am

Returning location TCHS Date of Return 7 May 2023 Time of Return 7:00 pm

Chaperone(s) Michelle Ward

Chaperone's Phone # 4706335446

Special Requests (Check One)

- Van
- Wheelchair Accessible
- Other: Monitor
- Other (Explain in Detail)

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

Person Driving Van \_\_\_\_\_ Trip Requested By: \_\_\_\_\_

Organization Responsible for Payment \_\_\_\_\_

Approval of Site Based Council Representative [Signature] Date 3-17-23

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: Michelle Ward JRPTC Senior Trip

Address: 806 Main St Ellettsville Ky 42220

Telephone number: 4706335444

Name of school children attend, if applicable: TCCHS

Group represented: JRPTC

Check if request was submitted to:  Superintendent  Board Chairperson

Conferred with following administrators (names): \_\_\_\_\_

Description of Issue: Senior Trip - 6 Flags over St. Louis  
spend day, spend night at Hotel  
Holiday Inn & Candlewood Suites - 1800 Zumbach Road, ST  
Louis MO 63303

May - Attend baseball game @ 1pm Bush stadium

Specific Action Requested: \_\_\_\_\_

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