

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 19 April 2023

Date of Event 1 June / 5 June

Organization JROTC

School TCHS

Number of Passengers 14

Type of Trip (Circle One)

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

Destination (Event, City, and State)) Wendell H. Ford Regional Training <sup>Greenville</sup> KY

Planned Stops to and from NO

Departing location TCHS Annex Date of Departure 1 June 2023 Time of Departure 9:30 am

Returning location TCHS Annex Date of Return 5 June 2023 Time of Return 11:30 am

Chaperone(s) Michelle Ward

Chaperone's Phone # 4106335446

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 4-21-23

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

Address: TCCHS

Telephone number: 270-265-2506

Name of school children attend, if applicable: \_\_\_\_\_

Group represented: TCCHS JROTC

Check if request was submitted to:  Superintendent  Board Chairperson

Conferred with following administrators (names): Lee Quirk

Description of Issue: JROTC Regional training

Specific Action Requested: permission to travel to and stay overnight for the Wendell H. Ford Regional Training

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