

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: 5/10/2023 Date of Event: 6/5/2023

Organization: TC FFA School: TCCHS

Number of Passengers: 5

Type of Trip (Check 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): Kentucky FFA Convention and Expo.

Planned Stops To and From: Breakfast and Lunch to be decided, will be on route

Departing Location: TCCHS Greenhouse Date of Departure: 6/5/2023 Time of Departure: 7:30AM

Returning Location: TCCHS Greenhouse Date of Return: 6/8/2023 Time of Return: 5:00pm

Chaperone/s: Quashawn Quarles/ Shayla Berry Chaperone's Phone: 2702068813

Special Requests (Check One)

- Van Wheelchair Accessible 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: Click here to enter text.

Trip Requested By: Quashawn Quarles

Organization Responsible for Payment: TC FFA

Approval of Site Based Council Representative

Date 5-17-23

Section 2

DISTRICT USE ONLY

Approval of District Representative

Date:

Section 3

DRIVER – TURN THIS FORM IN WITH TIMESHEETS

Date/Time of Departure: _____ Odometer Start: _____

Date/Time of 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 AgendaName: Queshawn QuarlesAddress: TCCHSTelephone number: 270-265-2506

Name of school children attend, if applicable: _____

Group represented: TCCHS FFACheck if request was submitted to: Superintendent Board ChairpersonConferred with following administrators (names): Lee QuarlesDescription of Issue: participation in the Kentucky FFA Convention & ExpoSpecific Action Requested: permission to travel to and spend the night in Lexington, KY for the Kentucky FFA Convention & Expo (June 5-8, 2023)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