

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 9/8/2023 Date of Event 10/4/2023
Organization FCCLA School TCCHS
Number of Passengers 11

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) City Forum - Clarksville, TN

Planned Stops to and from None

Departing location TCCHS Date of Departure 10/4 Time of Departure 7:50 am

Returning location TCCHS Date of Return 10/4 Time of Return 2 pm

Chaperone(s) Bailey Brewer + Kala Ford Chaperone's Phone # (270)543-9207

Special Requests (Check One)

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

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

Person Driving Van _____ Trip Requested By: Bailey Brewer

Organization Responsible for Payment FCCLA

Approval of Site Based Council Representative [Signature] Date 9-11-23

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 _____

Review/Revised:4/9/2018

Request to Place an Item on the Agenda

Name: FCCLA - B. Brewer & K. Ford

Address: _____

Telephone number: 270 265 2500

Name of school children attend, if applicable: TCCHS

Group represented: FCCLA

Check if request was submitted to: Superintendent Board Chairperson

Conferred with following administrators (names): Lee Quarles

Description of Issue: travel

Specific Action Requested: Permission to travel to City Forum in Clarksville TN

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