

*Resubmitting due to needing Perkins coverage for payment

STUDENTS

09.36 AP.21

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 9-11-23 Date of Event Nov. 1-4, 2023
Organization FFA School TCCHS
Number of Passengers 20

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)) National FFA Convention - Indianapolis, IN
Planned Stops to and from 4

Departing location TC Ag Dept. Date of Departure Nov. 1 Time of Departure 6:00 a.m
Returning location TC Adj Dept. Date of Return Nov. 4 Time of Return 3:00 p.m

Chaperone(s) Shayla Berry, Chaperone's Phone # 210-604-5237
Quashawn Quarles

Special Requests (Check One)
 Van Wheelchair Accessible Other: Monitor Other (Explain in Detail) Bus - Lori Dawson, please

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

Person Driving Van _____ Trip Requested By: Shayla Berry
Organization Responsible for Payment Perkins

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 _____

Request to Place an Item on the Agenda

Name: FFA - Shayla Berry

Address: _____

Telephone number: 870 265 2506

Name of school children attend, if applicable: TCCHS

Group represented: FFA

Check if request was submitted to: Superintendent Board Chairperson

Conferred with following administrators (names): Lee Quarles

Description of Issue: Travel

Specific Action Requested: Request/Permission to travel to National FFA Convention in Indianapolis, IN and stay overnight

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