

School-Related Student Day Trip and Overnight Trip Request Forms

THIS FORM MUST BE SUBMITTED TO THE PRINCIPAL TWO (2) WEEKS PRIOR TO THE TRIP IF BOARD APPROVAL IS REQUIRED. THE BOARD MUST RECEIVE THE FORM AT LEAST TWO (2) TWO WEEKS IN ADVANCE OF TRIP

INFORMATION

1. Sponsor's Name Jason Scott Club or Dept Softball

2. Name of all chaperones Nick Whittedge, Megan Thornberry

3. Where will the group be going? Bob Jones H.S., Madison, AL

4. Purpose of the trip Softball Tournament

*If the trip is a State Competition Trip, meals will be reimbursed at a daily rate of \$40.00, and must be accompanied by receipts.

5. When is it to be held? Date 4/4/24 Departure Time 4/3/24

Estimated Travel Time 4:10

6. City Madison State AL Estimated Distance (Round trip) 500 miles

7. Place of overnight lodging (name, address & phone #) Home 2 Suites by Hilton Madison Huntsville Airport, 135 Graphics Dr., Madison, AL 35758

8. Identify students by name (use attached sheet, if necessary) Softball Team

9. Cost to students 0 Cost to school organization \$5,000 Cost to Board 0

10. Describe the relevance of the trip: educational, cultural, etc./educational activities Sports

11. Other activities planned None

12. How will this trip benefit your students? Competition, team building

13. Type of transportation used Parent

14. Have trip permission slips been signed and are they in the possession of trip sponsor or leader?
 Yes No If NO, indicate why: AD advised none needed

[Signature]
Sponsor's Signature

1-2-24
Date

[Signature]
Principal's Signature

1/2/24
Date

Trip has been approved disapproved. Reason for disapproval _____
Signature of Superintendent/Designee _____ Date _____ Board Approval Date _____

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.212

Review/Revised: 2/18/13