

**School Related Student Trip Request Form & Event Specific Emergency Action Plan (EAP)**

SUBMIT THIS FORM  ONE WEEK  TWO WEEKS  OTHER, SPECIFY \_\_\_\_\_ PRIOR TO THE TRIP.

SCHOOL ACPC FACULTY MEMBER(S) SPONSORING TRIP Disman

TYPE OF TRIP (CHECK ONE):

- Classroom Field Trip  Class Trip (i.e., junior, senior), specify \_\_\_\_\_
- Organization/Club Trip, specify \_\_\_\_\_  Other (athletic, band, if applicable) \_\_\_\_\_

DESTINATION Nashville Zoo ADDRESS 3777 Nolensville Pk PHONE 615 833-1534

- Out of State  Out of County  Within County
- Overnight; give name, address, phone of lodging \_\_\_\_\_

DATE(S) OF TRIP 04/09/24 DEPARTURE TIME 8:15 RETURN TIME \_\_\_\_\_

PURPOSE/EDUCATIONAL VALUE researching zoo animals, PBL Project

SOURCE OF FUNDING FOR TRIP \_\_\_\_\_

Attach a description of estimated expenses including, but not limited to, lodging, meals, registration, and all other anticipated travel expenses.

*NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.*

BILL TRIP EXPENSES TO:  SPONSORING ORGANIZATION  SCHOOL COUNCIL  BOARD  OTHER, SPECIFY \_\_\_\_\_

NUMBER OF: STUDENTS 11 FACULTY SPONSORS 1 OTHER CHAPERONES 3  
TOTAL # OF PARTICIPANTS 15

MODE OF TRANSPORTATION

- IS DISTRICT TRANSPORTATION NEEDED?  NO  YES, SEE PROCEDURE 09.36 AP.212.
- CERTIFICATED COMMON CARRIER; SPECIFY \_\_\_\_\_
- PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) \_\_\_\_\_

SUPERVISION (ATTACH LIST OF NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP.)

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?  Yes  No

Person contacted at venue to discuss EAP: Kendra Borgmann Person making contact: Joni Disman

Is there an Automated External Defibrillator (AED) on site:  Yes  No If yes, where: By zebras, farm animals, various locations

Does the venue have an Emergency Response Team:  Yes  No If yes, how are they contacted: \_\_\_\_\_

School Employee(s) Attending Trip (Please note beside name if employee is CPR trained):

<u>Joni Disman</u>	<u>Robby Calvert</u>
<u>Sarah Whitlow</u>	_____
<u>Vickie Carter</u>	_____

(Please use separate sheet and attach to this form if more space is needed to list school employees attending).

Joni Disman  
Signature of Faculty Sponsor

02/16/2024  
Date

Trip has been <input type="checkbox"/> approved <input type="checkbox"/> disapproved. Reason for disapproval _____	
Signature of Superintendent/Designee _____	Date _____

For overnight and/or out-of-state trips, approval of the Superintendent and/or Board may be required by policy 09.36.

RELATED PROCEDURES: 09.36 AP.1, 09.36 AP.21, 09.36 AP.211, 09.36 AP.212

Review/Revised:9/18/2023



Nashville Zoo  
 3777 Nolensville Pike  
 Nashville, TN 37211  
 (615) 833-1534

# Invoice

Invoice #: **2281**

Visit Date: **April 9th, 2024**

Payment Deadline: **April 2nd, 2024**

Time of Arrival: **9:45 am**

Grade: **K- 3rd**

**BILL TO**

Joni Dismon  
 Allen County Primary Center

**SHIP TO**

Joni Dismon  
 Allen County Primary Center

DESCRIPTION	QTY	UNIT PRICE	TOTAL
Student Tickets (20 students <u>Minimum</u> )	20	5.00	100.00
Free Chaparones (One adult free per 10 paid students)	2	0.00	0.00
Extra Adults	4	16.00	64.00
Animeal Lunches (Hot Dog, Ham/ Turkey Sandwich)	0	11.00	0.00
Attraction Tickets	0	1.50	0.00

*\*Please make sure your bus count/ type is accurate\**  
**Bus Count: 1 Type: Standard SPED School Bus(es)**

Remarks/ Instructions:

- Please list here the break down of your lunches (if purchasing):  
 Ham \_\_\_\_, Turkey \_\_\_\_, Hot Dogs \_\_\_\_ : Time of pick up:
- Payment must be received no later than a week in  
 advance to your school's requested date: **Tuesday, April 2nd, 2024**

SUBTOTAL	0.00
TAX RATE	0.00%
TAX TOTAL	0.00
<b>TOTAL</b>	<b>\$164.00</b>

Bookkeeper: Kadie Weisbrodt

Email: [kadie.weisbrodt@allen.kyschools.us](mailto:kadie.weisbrodt@allen.kyschools.us)

Please remit payment to Nashville Zoo

THANK YOU

For questions concerning this invoice, please contact  
 Kendra Lankford, (615) 833-1534 ext. 165, [klankford@nashvillezoo.org](mailto:klankford@nashvillezoo.org)  
[www.nashvillezoo.org/school-group-trips](http://www.nashvillezoo.org/school-group-trips)

