

STUDENTS BEECHWOOD INDEPENDENT SCHOOLS 09.36 AP.21 **TRANSPORT/FIELD TRIP REQUEST FORM**

TODAY'S DATE 2-27-24 Elementary High School Guardian Angel

Faculty/Staff/Coach/Sponsor(s) RACHEL FAIT

Date(s) of Trip 3/15/24 Departure Time 4:00 PM Return Time 6:00 PM on 3/16/24

**If Peanut/Tree Nut Allergy Safety Alert is checked on the School-Related Trip Permission Slip and Medical Release Form (09.36 AP.211) then faculty/staff member(s) sponsoring this trip are responsible to ensure buses/mode of transportation comply with procedure related to foods on trip. Also, staff are required to know where AED's are located if applicable. SEE BELOW.*

TYPE OF TRIP (CHECK ONE):

- Classroom Field Trip, Specify Class _____ Class Trip (i.e. Junior, Senior) ,Specify _____
 Organization/Club Trip, Specify O.M. Other (athletic, band), Specify _____

**DESTINATION Boyle Co. MS. Miles (one way) to destination: 120 City/State Danville Ky

Overnight: Give name of lodging and address _____

TRANSPORTATION (to be completed by Requestor)

FORM has been completed and approved by Jim Swift and is on the Transportation Spreadsheet.

**Does the trip exceed 100 miles? Yes No If Yes, trip requires Board of Ed approval. See Below.

Use of Common Carrier in Lieu of School Bus Procedure 09.36 VAN

Private Vehicle, if allowed by policy. Specify Driver(s) _____

Purpose/Educational Value Odyssey of Mind Number of days absent from school 0

Number of: Students Going on Trip TBA Faculty/Staff 2 Other Chaperones _____

ARE ALL CHAPERONES ON THE VOLUNTEER LIST? YES NO IF NO, THEY WILL NEED TO COMPLETE THE YOUTH LEADER FORM AND BE APPROVED PRIOR TO CHAPERONING. N/A

SUPERVISION - Attach a list of names of adults accompanying students on trip.

Trip Approved
 Yes No Principal Paul Arley Signature Date 2/27/24

Trip Approved
 Yes No Superintendent/Designee Jim V. Davis Signature Date 2-27-24
 Yes No Board of Education if applicable _____ Signature Date _____

Related Procedures: 09.36 AP.211, 09.36 AP.212, 09.36 AP.23 Review/Revised: November 2018 Page 1 of 1

MUST COMPLETE PAGE 2 AS WELL and turn in with request form.