

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

TODAY'S DATE 2-28-24  Elementary  High School  Guardian Angel

Faculty/Staff/Coach/Sponsor(s) AUSTIN BRALEY

Date(s) of Trip 3/1/24-3/2/24 Departure Time 6:30 AM Return Time 3/2/24 3:00 PM

**\*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 \_\_\_\_\_
- Other (athletic, band), Specify BAND - Middle School All-State

**\*\*DESTINATION** Danville, KY Miles (one way) to destination: 120 City/State \_\_\_\_\_

Overnight: Give name of lodging and address Red Roof Inn 210 Brenda Ave, Danville, KY 40422

**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 All State Band Number of days absent from school 1

Number of: Students Going on Trip 4 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 [Signature] Signature Date 2/27/2024

**Trip Approved**

Yes  No Superintendent/Designee \_\_\_\_\_ Signature Date \_\_\_\_\_

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.**