

**School-Related Student Trip Request Form**

All requests for overnight trips shall be submitted two (2) months prior to the trip. All other trips shall submit requests two (2) weeks prior to the trip.

SCHOOL BELLEVUE FACULTY MEMBER(S) SPONSORING TRIP TOMMY SORRELL

**TYPE OF TRIP (CHECK ONE):**

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

DESTINATION \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

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

DATE(S) OF TRIP DEC 26 - DEC 28 DEPARTURE TIME \_\_\_\_\_ RETURN TIME \_\_\_\_\_

PURPOSE/EDUCATIONAL VALUE PLAY IN A BASKETBALL TOURNAMENT IN GATLINBURG

*No student shall be denied the trip because of an inability to pay.*

SOURCE OF FUNDING FOR TRIP GIRLS BASKETBALL

**BILL TRIP EXPENSES TO:**

- SPONSORING ORGANIZATION
- SCHOOL COUNCIL
- BOARD
- OTHER, SPECIFY \_\_\_\_\_

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

NUMBER OF: STUDENTS 12 FACULTY SPONSORS 5 OTHER CHAPERONES \_\_\_\_\_

TOTAL # OF PARTICIPANTS 17

ALL CHAPERONES HAVE UNDERGONE THE REQUIRED RECORDS CHECK AND BEEN DESIGNATED BY THE PRINCIPAL/DESIGNEE TO SUPERVISE STUDENTS?  Yes  No

**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) \_\_\_\_\_

[Signature]  
Signature of Faculty Sponsor

3/13/24  
Date

[Signature]  
Signature of Principal

3/13/24  
Date

[Signature]  
Signature of School Nurse

3/13/24  
Date

\_\_\_\_\_  
Signature of Food Service Director  
(Only needed if field trip will cause students to miss lunch.)

\_\_\_\_\_  
Date

Trip has been  approved  disapproved. Reason for disapproval \_\_\_\_\_

[Signature]  
Signature of Superintendent/Designee

3/16/24  
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.211, 09.36 AP.212, 09.36 AP.23

Review/Revised:7/25/2017