

**School-Related Student Trip Request Form**

SUBMIT THIS FORM ONE WEEK PRIOR TO THE BOARD MEETING.
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FACULTY MEMBER(S) SPONSORING TRIP GRACE ADAMSON

## 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: THE TAFT THEATRE ADDRESS: 317 E 5<sup>TH</sup> STREET, CINCINNATI OH 45202

PHONE: (513) 232-5882

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

DATE(S) OF TRIP: 12/13/2024

DEPARTURE TIME: 11:30

RETURN TIME 1:45

PURPOSE/EDUCATIONAL VALUE: GIVE STUDENTS THE OPPORTUNITY TO LEARN MORE ABOUT PERFORMING ARTS AND ALLOW THEM TO EXPERIENCE A PLAY IN PERSON.

SOURCE OF FUNDING FOR TRIP: PARENTS PAY

*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: 22

FACULTY SPONSORS: 2

OTHER CHAPERONES: 0

TOTAL # OF PARTICIPANTS: 24

## MODE OF TRANSPORTATION

- ☒ CERTIFICATED COMMON CARRIER; SPECIFY \_\_\_\_\_  
☐ PRIVATE VEHICLE, AS ALLOWED BY POLICY; SPECIFY DRIVER(S) \_\_\_\_\_

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

-Grace Adamson: Kindergarten Teacher

-Audrey Cliff: Kindergarten Aide

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

Grace Adamson  
 Signature of Faculty Sponsor

11/13/24  
 Date

SSA  
 Signature of Principal

11/13/14  
 Date

Betty Green  
 Signature of Additional Faculty

11/13/14  
 Date

Trip has been <input type="checkbox"/> approved <input type="checkbox"/> disapproved. Reason for disapproval _____ _____ _____
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*Signature of Board Chairperson*

*Date*

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

**Related Procedures:** 09.36 AP.211, 09.36 AP.23

Review/Revised:3/2/23