

School-Related Student Day Trip and Overnight Trip Request Forms

THIS FORM MUST BE SUBMITTED TO THE PRINCIPAL TWO (2) WEEKS PRIOR TO THE TRIP IF BOARD APPROVAL IS REQUIRED, THE BOARD MUST RECEIVE THE FORM AT LEAST TWO(2) WEEKS IN ADVANCE OF TRIP.

INFORMATION

1. Sponsor's Name Amanda Ashton Club or Dep. Beta
2. Name of all chaperones Amanda Ashton, Andrew Ashton
3. Where will the group be going? Gatlinburg, TN
4. Purpose of the trip. Leadership Summit
5. When is it to be held? Date 3/5 - 3/7 Departure Time _____
6. City Gatlinburg State TN Estimated Travel Time 6 hrs (1 way)
7. Place of overnight lodging (name, address & phone #) _____ Estimated Distance (Round Trip) 688
8. Identify students by name (Use attached sheet if necessary) attached
9. Cost to students \$25 Cost to school organization remainder Cost to Board 0
10. Describe the relevance of the trip: educational, cultural, etc./educational activities Leadership development, competitions
11. Other activities planned _____
12. How will this trip benefit your students? teamwork, professional skills development
13. Type of transportation used Bus
14. Have trip permission slips been signed and are they in the possession of trip sponsor or leader?
 _____ Yes X No If NO, indicate why: will be signed closer to time.

Sponsor's Signature

Date

Principals Signature

Date

Trip has been _____ approved _____ disapproved. Reason for disapproval _____

Signature of Superintendent/Designee

Date

Board Approval Date

RELATED PROCEDURES:

09.36 AP.211, 09.36 AP.212, 09.36 AP.22

Review/Revised: 3/16/06