

STUDENTS BEECHWOOD INDEPENDENT SCHOOLS 09.36 AP.21 **TRANSPORT/FIELD TRIP REQUEST FORM**TODAY'S DATE 2/6/25 ☐ Elementary ☒ High School ☐ Guardian AngelFaculty/Staff/Coach/Sponsor(s) Molly Seifert @ 9:00 amDate(s) of Trip March 14-15th, 2025 Departure Time Fri. 3/14 @ 9:00 am Return Time Sat. 3/15 @ 8:00 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 Forensics Team ☐ Other (athletic, band), Specify _____****DESTINATION** Centre College Miles (one way) to destination: 117 City/State Danville, KY☒ Overnight: Give name of lodging and address Hampton Inn, 100 Montgomery Way, Danville, KY**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☐ Private Vehicle, if allowed by policy. Specify Driver(s) _____Purpose/Educational Value Speech & Debate Number of days absent from school 1Number of: Students Going on Trip 5 Faculty/Staff 1 Other Chaperones 0**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.**SUPERVISION** – Attach a list of names of adults accompanying students on trip.**Trip Approved**☐ Yes ☐ No Principal _____ Signature Date _____**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.