

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) TWO WEEKS IN ADVANCE OF TRIP.

INFORMATION

1. Sponsor's Name Marlena Starks Club or Dept FCCA
 2. Name of all chaperones Marlena Starks ; Lindsey Oakley
 3. Where will the group be going? Galt House - Louisville, Ky
 4. Purpose of the trip State Leadership Conference & State competition
**If the trip is a State Competition Trip, meals will be reimbursed at a daily rate of \$40.00, and must be accompanied by receipts.*
 5. When is it to be held? Date 4/22 - 4/25/25 Departure Time 8am on 4/22
Estimated Travel Time 6pm on 4/25
 6. City Louisville State Ky Estimated Distance (Round trip) ≈ 400 miles
 7. Place of overnight lodging (name, address & phone #) Galt House
140 N. Fourth St., Louisville, Ky 40202 (502) 589-5200
 8. Identify students by name (use attached sheet, if necessary) TBD
 9. Cost to students \$200 Cost to school organization 0 Cost to Board \$7,000 (LAVEC Grant)
 10. Describe the relevance of the trip: educational, cultural, etc./educational activities
State competition; leadership skills, team building, interpersonal skills
 11. Other activities planned Excursion - Escape room / Trampoline Park
 12. How will this trip benefit your students? See #10
 13. Type of transportation used Yellow Bus
 14. Have trip permission slips been signed and are they in the possession of trip sponsor or leader?
☐ Yes ☒ No If NO, indicate why: waiting on approval
- [Signature] 3/07/25 [Signature] 3/10/25
Sponsor's Signature Date Principal's Signature Date

Trip has been ___ approved ___ disapproved. If disapproved, explain below:

Signature of Superintendent/Designee

Date

Board Approval Date