

STUDENTS 09.36 AP.21 School-Related Student Day Trip and Overnight TripRequest 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 Todd W. Ittall Club or Dept Webster C. HS Track & Field
 Name of all chaperones Todd / Brenden Webster, Katie Lynas 3.

Where will the group be going? KHSAA Indoor Track & Field Championship

4. Purpose of the trip STATE Competition

*If the trip is a State Competition Trip, meals will be reimbursed at a daily rate of \$30.00, and must be accompanied by receipts.

5. When is it to be held? Date 3/4/25 Departure Time 3/3/25

Estimated Travel Time 2 hrs

6. City Louisville State Ky Estimated Distance (Round trip) 320 miles 7. Place of overnight lodging (name, address & phone #) _____

8. Identify students by name (use attached sheet, if necessary) Macy Moody, Paisley Strong, Allie Bell

9. Cost to students N/A Cost to school organization N/A Cost to Board _____ 10.

Describe the relevance of the trip: educational, cultural, etc./educational activities STATE Indoor Track Meets

11. Other activities planned N/A / Out to Eat

12. How will this trip benefit your students? STATE / College Recognition

13. Type of transportation used _____

14. Have trip permission slips been signed and are they in the possession of trip sponsor or leader? ☒ Yes ☐ No

If NO, indicate why: yes

Sponsor's Signature [Signature] Date 2/20/25 Principal's Signature _____ Date _____

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

 Signature of Superintendent/Designee Date Board Approval Date

RELATED PROCEDURES:

09.36 (all procedures)

Review/Revised: 2/23/2015