

STUDENTS

09.36 AP.21

School-Related Student Trip Request Form

SUBMIT THIS FORM TWO WEEKS PRIOR TO THE TRIP.
A SEATING CHART FOR ALL TRIPS MUST BE SUBMITTED TO THE PRINCIPAL PRIOR TO THE TRIP.

SCHOOL Menifee Central / MCHS FACULTY MEMBER(S) SPONSORING TRIP Thomas Wolford / Adam Adkins

TYPE OF TRIP (CHECK ONE):

☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify _____
☒ Organization/Club Trip, specify JAG National CXC ☐ Other (athletic, band, if applicable) _____

DESTINATION JW Marriott - Indianapolis ADDRESS 10 S West St. PHONE 1 317 860 5800

☐ Out of State ☐ Out of County ☐ Within County Indianapolis, IN 46204

☒ Overnight; give name, address, phone of lodging same as above

DATE(S) OF TRIP 4/23-27/2025 DEPARTURE TIME 8:00am RETURN TIME 1:00pm

PURPOSE/EDUCATIONAL VALUE JAG National Competition

SOURCE OF FUNDING FOR TRIP _____

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 35 FACULTY SPONSORS 2 OTHER CHAPERONES 2
TOTAL # OF PARTICIPANTS 39

FOOD SERVICE: ARE MEALS TO BE PROVIDED BY FOOD SERVICE?

☐ NO ☒ YES, # OF STUDENTS 35 - COMPLETE PAGE 2 AND SUBMIT 2 WEEKS PRIOR TO TRIP

MODE OF TRANSPORTATION

IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☒ YES, SEE PROCEDURE 09.36 AP.212.

☒ CERTIFICATED COMMON CARRIER; SPECIFY Bus & Van

☐ PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) _____

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

☒ YES ☐ NO I HAVE AN EVENT-SPECIFIC EMERGENCY ACTION PLAN FOR THE TRIP SITE AND WILL DISTRIBUTE TO ALL PERSONNEL ATTENDING THE EVENT IN AN OFFICIAL CAPACITY.

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

Signature of Faculty Sponsor

Date

4/14/25

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

Signature of Superintendent/Designee

Date

4/14/25

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