

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 Heather Austin Club or Dep. CCR
- 2. Name of all chaperones Heather Austin, Fran Floyd
- 3. Where will the group be going? Louisville (UofL) + Lexington (UK)
- 4. Purpose of the trip. Explore College + Business in area
- 5. When is it to be held? Date Nov 3/4 Departure Time 6 AM
Estimated Travel Time 4 hrs
- 6. City Louisville / Lexington State KY Estimated Distance (Round Trip) _____
- 7. Place of overnight lodging (name, address & phone #) Embassy Suites, Lexington
- 8. Identify students by name (Use attached sheet if necessary) available after Fall Break
- 9. Cost to students Food Cost to school organization 0 Cost to Board 0
- 10. Describe the relevance of the trip: educational, cultural, etc./educational activities College + career exploration
- 11. Other activities planned Bus to Business (KY Chamber Foundation) is setting up
- 12. How will this trip benefit your students? transition preparation / Business tours
- Also UK game For Campus Life Experience
- 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 No If NO, indicate why: Forms will be pasted out After Fall Break

Heather Austin 9-29-25 [Signature] 9/29/25
 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

Central KY Bus to Business Trip