

**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 Amanda Ashton Club or Dep. Beta
2. Name of all chaperones Andrew Ashton
3. Where will the group be going? Kniceley Conference Center
4. Purpose of the trip. Leadership training, competition
5. When is it to be held? Date Oct 16-17 Departure Time 8:00 Am 10/16  
Estimated Travel Time 4 hrs
6. City Bowling Green State KY Estimated Distance (Round Trip) 215
7. Place of overnight lodging (name, address & phone #) Druy Inn, 3250  
Scottsville Rd, Bowling Green, KY 270-842-7100
8. Identify students by name (Use attached sheet if necessary) only officers
9. Cost to students \$25 Cost to school organization \$450.00 Cost to Board Ø
10. Describe the relevance of the trip: educational, cultural, etc./educational activities leadership training, competition
11. Other activities planned \_\_\_\_\_
12. How will this trip benefit your students? Leadership training
13. Type of transportation used van
14. Have trip permission slips been signed and are they in the possession of trip sponsor or leader?  
\_\_\_\_ Yes \_\_\_\_ X No If NO, indicate why: signed closer to time.

Amanda Ashton  
Sponsor's Signature

9/2/25  
Date

[Signature]  
Principals Signature

9/8/25  
Date

Trip has been \_\_\_\_ approved \_\_\_\_ disapproved. Reason for disapproval \_\_\_\_\_

\_\_\_\_\_  
Signature of Superintendent/Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Approval Date