

STUDENTS

09.36 AP.21

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 Allan Howard Club or Dep. Girls Basketball
2. Name of all chaperones Allan Howard, Jesse Reeves, Lynette Harris, Chad Hensley
3. Where will the group be going? Owensboro, Louisville
4. Purpose of the trip. Basketball
5. When is it to be held? Date 12/20-12/22 Departure Time _____
Estimated Travel Time 12/20-12/22
6. City Owensboro State KY Estimated Distance (Round Trip) 328 miles
7. Place of overnight lodging (name, address & phone #) Hampton Inn
(502) 690-2325 704-4125 400 St. Louis Ln, Louisville, KY 40207
8. Identify students by name (Use attached sheet if necessary) _____
9. Cost to students 0 Cost to school organization _____ Cost to Board 0
10. Describe the relevance of the trip: educational, cultural, etc./educational activities
Athletic Activities
11. Other activities planned Dinner
12. How will this trip benefit your students? Athletic Competition
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: _____

Allan Howard
Sponsor's Signature

11/12/25
Date

[Signature]
Principal's Signature

11/12/25
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