

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 Todd Whitsett Club or Dep. Cross Country
2. Name of all chaperones Brandy Whitsett, Katie Lynn, Isaac Whitsett
3. Where will the group be going? State Cross Country Meet
4. Purpose of the trip. State meet
5. When is it to be held? Date 10/31 11/1 Departure Time 10/31 @ 8:15
Estimated Travel Time 3 1/2
6. City Lexington State Ky. Estimated Distance (Round Trip) 439.79
7. Place of overnight lodging (name, address & phone #) Home 2 Suites by Hilton Lexington
1750 Pleasant Ridge Dr. Lexington, Ky. 40509 (859) 900-2333 Hamburg
8. Identify students by name (Use attached sheet if necessary) Sheet Attached
9. Cost to students _____ Cost to school organization _____ Cost to Board _____
10. Describe the relevance of the trip: educational, cultural, etc./educational activities
State cross country meet.
11. Other activities planned out to eat, Mall Friday night
12. How will this trip benefit your students? State Competition
13. Type of transportation used Yellow 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: _____

Todd Whitsett
Sponsor's Signature

10/27/25
Date

[Signature]
Principal's Signature

10/27/25
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