

**School-Related Student Trip Request Form**

SUBMIT THIS FORM TWO (2) WEEKS PRIOR TO TAKING THE TRIP.

SCHOOL Christian Co. HighFACULTY MEMBER(S) SPONSORING TRIP Sandra P. Hancock**TYPE OF TRIP (CHECK ALL THAT APPLY):**

- ☐ Over 300 miles    ☒ Under 300 miles    ☒ Co curricular    ☐ Extracurricular  
☐ Classroom Field Trip    ☒ Organization/Club Trip    ☐ Other (athletic, band, if applicable)

DESTINATION Galt House ADDRESS 140 N 4<sup>th</sup> St., Louisville, KY 40202 PHONE-DESTINATION 1-800-843-4258

- ☐ Out of State    ☒ Out of County    ☐ Within County    ☒ Overnight: give name, address, phone of lodging  
SEE ABOVE

DATE(S) OF TRIP Feb. 27-Mar 2, 2011DEPARTURE TIME 8:00 AMRETURN TIME 10:00 PM

START

END

(SELECT AM OR PM FROM DROPDOWN)

(SELECT AM OR PM FROM DROPDOWN)

PURPOSE/EDUCATIONAL VALUE To take and chaperone Ashley Poe, STLP Regional Engineer to Louisville KY, so she can work to setup, troubleshoot, maintain, and pack up the computers and network at the KYSTE Conference. Instructor will assist in process and be allowed to attend sessions when conference begins..

WHAT STANDARD IS BEING ADDRESSED BY TAKING THIS TRIP? (DOES NOT APPLY TO ATHLETIC TRIPS.)

EA001, EA002, EA003, EA004, EA005, EA006, EA011, EA012, EA013, EC001, EC002, EC003, EC004, OF026, OF030

SOURCE OF FUNDING FOR TRIP KYSTE, State STLP Funds, and CCHS FUNDS (if needed) - SEE DOCUMENT ATTACHED TO THIS EMAIL.

NO STUDENT SHALL BE DENIED THE TRIP BECAUSE OF AN INABILITY TO PAY.

BILL TRIP EXPENSES TO: ☐ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☒ OTHER CCHSNUMBER OF: STUDENTS 1MALE STUDENTS 0FEMALE STUDENTS 1MODE OF TRANSPORTATION: IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☒ YES (SEE PROCEDURE 09.36 AP. 212.)☒ CERTIFICATED COMMON CARRIER; SPECIFY District Van☐ PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) \_\_\_\_\_Certified chaperones SANDRA P. HANCOCK

Classified chaperones \_\_\_\_\_

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students?

☒ Yes ☐ No

Have all students been notified of the rules and regulations regarding acceptable behavior?

☒ Yes ☐ NoHow have they been notified? Permission slip/parent contact**X****X**

Faculty/Sponsor Signature

Principal Signature

Trip has been ☐ approved ☐ disapproved. Reason for disapproval \_\_\_\_\_**X**

Signature of Superintendent/Designee

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