

School-Related Student Trip Request Form

INSTRUCTIONS

1. Requests for trips (athletic events, conferences, field trips, etc....) must be submitted 3 weeks prior to trip.
2. Requests for overnight or out-of-state trips must be submitted 6 weeks prior to trip.
3. Overnight and Out of State trips must be board approved.
4. If overnight trip, attach name, address and phone number of lodging, and a transportation itinerary, including any planned stops.

SCHOOL JEBMS FACULTY MEMBER IN CHARGE Chris Carter

TYPE OF TRIP (CHECK ONE):

Classroom Field Trip
 Organization/Club/Class/Athletic Trip (specify) Baseball
 Itinerary Attached
 Itinerary to follow
 No planned stops

DESTINATION: Portland TN ADDRESS _____ PHONE _____

Out of State
 Out of County
 Within County
 Overnight

DATE(S) OF TRIP 4-14-26 TIME YOU PLAN TO DEPART FROM SCHOOL 3:45 PM

APPROXIMATE TIME YOU PLAN TO BE BACK AT SCHOOL 9:00 PM

PURPOSE/EDUCATIONAL VALUE Baseball Games

BILL TRIP EXPENSES TO: JEBMS Baseball

Attach a description of estimated expenses including, but not limited to, lodging, meals, registration, and all other anticipated travel expenses.

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

NUMBER OF: Students 20 Faculty Sponsors 2 Other Chaperones 1
 Total # of Participants (Riders) 23

MODE OF TRANSPORTATION

Is District Transportation Needed? No Yes, see Procedure 09.36 AP.212
 Certificated Common Carrier (i.e. Charter Bus), specify company _____
 Private Vehicle, if allowed by policy; specify driver(s) _____

Any special transportation needs? (e.g. under storage compartments for luggage, etc...) _____

SUPERVISION (ATTACH LIST OF NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP)

Have all chaperones undergone the required records check and been designated by the principal/designee to supervise students? Yes Yes No

Chris Carter
 Signature of Faculty Sponsor

2-16-26
 Date

Trip has been <u>approved</u> disapproved, reason for disapproval _____
<u>[Signature]</u> Signature of Superintendent/Designee
<u>2-16-26</u> Date

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