

**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: Westmoreland ADDRESS 4128 HOWENS DR. PHONE 37186

Out of State 
  Out of County 
  Within County 
  Overnight

DATE(S) OF TRIP 4-13-26 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 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.