



School-Related Student Trip Request Form & Event Specific Emergency Action Plan (EAP)

School

ALLEN COUNTY-SCOTTSVILLE HIGH SCHOOL

Faculty Member(s) Sponsoring Trip

Tyler Cook, Joshua Pace, Melanie Valone

Type of Trip (Check One)

- Classroom Field Trip
- Class Trip (specify)
- Organization/Club Trip (specify)
- Other (specify)

Type of Trip

Spring Trip

Destination

Hotel Indigo Downtown St. Louis

Phone

(314) 732-4334

Address

501 Olive Street

Destination Type

- Out of State
- Out of County
- Within County
- Overnight

Departure Date & Time

05/22/2026 8:00 AM

Return Date & Time

05/25/2026 3:00 PM

Purpose/Educational Value

Historical Relevance of Mississippi River and the Arch which is considered the gateway to the west.

Working Itinerary Here

Source of Funding for Trip

Student Fee

Source of Funding for Trip (Verified by Principal's Designee)

Funding Verification (Signature):

Estimate Cost of Trip

(actual cost billed after the completion of the trip)

Is there a registration cost?

Yes No

Type of Vehicle Needed

Bus Fleet Vehicle (i.e., SUV)

of Busses

1

Round Trip Mileage

650

Length of Trip (in hours)

96

Est. Cost of Buses

\$845.00

Est. Cost of Driver

\$1,920.00

Meal Cost Estimate

\$0

Are there any other costs associated with the trip?

Yes No

Total Estimated Cost

\$2,765.00

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

Bill Trip Expenses To

- Sponsoring Organization
 School Council
 Board
 Other

If other, specify

Band Account

Number of Students

40

Faculty Sponsors

3

Other Chaperones

3

Total # of Participants

46

Mode of Transportation

Is District Transportation Needed?

- NO
 YES, SEE PROCEDURE 09.36 AP.212.

Transportation Type Specifications

Bus

Supervision (Please List of Names of Adults Accompanying Students on Trip)

Name of Adult	Phone Number
Tyler Cook	6068750158
Joshua Pace	2709357214
Melanie Valone	2703191967

You can add employees by clicking the + icon to the right

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

- Yes
 No

EMERGENCY ACTION PLAN

Person contacted at venue to discuss EAP

Devon Small

Person making contact

Tyler Cook

Is there an Automated External Defibrillator (AED) on site?

Yes No

If Yes, where?

Lobby

Does the venue have an Emergency Response Team?

Yes No

If Yes, how are they contacted?

911

School Employee(s) Attending Trip (Please note beside name if employee is CPR trained)

Employee	CPR Trained
Tyler Cook	<input type="checkbox"/>
Joshua Pace	<input type="checkbox"/>
Melanie Valone	<input checked="" type="checkbox"/>

You can add employees by clicking the + icon to the right

Faculty Sponsor Name

Tyler Cook

Faculty Sponsor Email

tyler.cook@allen.kyschools.us

For the purpose of processing this form

Signature of Faculty Sponsor

Tyler Cook

Date Signed

03/10/2026 07:16 am

Trip has been

Approved Disapproved

Signature of Principal/Designee

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

Trip has been

Approved Disapproved

Date of Board Approval

Signature of Superintendent/Designee