

STUDENTS

09.36 AP.21

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

SCHOOL TCCHS FACULTY MEMBER(S) SPONSORING TRIP Natassja Clark

TYPE OF TRIP (CHECK ONE):

Organization requesting the Trip / Organization responsible for Payment: TCCHS Yearbook

DESTINATION Joelens Plant ADDRESS Clarksville, TN

☐ Overnight; give name, address, phone of lodging _____

DATE(S) OF TRIP Sept. 10, 2026 DEPARTURE TIME 8:10 RETURN TIME 2:30

SOURCE OF FUNDING FOR TRIP Yearbook Fee

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

NUMBER OF: STUDENTS 18 FACULTY SPONSORS 1 TOTAL # OF PARTICIPANTS 19

EAP: Person contacted at venue to discuss EAP: _____ Person making contact: _____

Is there an Automated External Defibrillator (AED) on site: ☒ Yes ☐ No If yes, where: _____

Does the venue have an Emergency Response Team: ☒ Yes ☐ No If yes, how are they contacted: _____

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

Natassja Clark

(Please use separate sheet and attach to this form if more space is needed to list school employees attending).

Mary C
Signature of Faculty Sponsor

8-6-26
Date

Approval of Site Based Council Representative _____ Date _____

District Use Only

Section 2

Approval of District Representative _____ Date _____

DRIVER: TURN THIS FORM IN WITH TIMESHEETS

Section 3

Date/Time Departure: _____ Odometer Start: _____

Date/Time Return: _____ Odometer End: _____

I hereby certify that the above information is correct to the best of my knowledge.

Driver Signature _____ Date _____

Driver Comments:

Coach or School Representative Signature _____ Date _____

Request to Place an Item on the AgendaName: Nalassja Clark

Address: _____

Telephone number: _____

Name of school children attend, if applicable: _____

Group represented: TCCHS YearbookCheck if request was submitted to: ☐ Superintendent ☐ Board ChairpersonConferred with following administrators (names): Mr. QuarlesDescription of Issue: out of state field trip to jostens publishingSpecific Action Requested: Approve field trip requestCheck if you are: ☐ Board Member ☒ District Employee ☐ Community Member

All requests for items to be placed on the agenda must be submitted to the Superintendent prior to the Board meeting as specified in Board Policy 01.45. Items submitted shall require prior approval of the Superintendent.

Review/Revised: 3/13/06