



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

Type of Trip (Check One)

☐ Classroom Field Trip ☐ Class Trip (specify) ☒ Organization/Club Trip (specify) ☐ Other (specify)

Type of Trip

Band

Destination

Floyd Stadium

Phone

(615) 898-2450

Address

1500 Greenland Drive, Murfreesboro, TN 37130

Destination Type

☒ Out of State ☐ Out of County ☐ Within County ☐ Overnight

Departure Date & Time

07/24/2026 02:30 pm

Return Date & Time

07/24/2026 11:45 pm

Purpose/Educational Value

DCI Show

Source of Funding for Trip

Band Account

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

D-020-1-960-0131B M-020-1-960-0894B

Funding Verification (Signature):

Brittany Walker

Date Signed

07/21/2026 08:12 am

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

134

Length of Trip (in hours)

10

Est. Cost of Buses**Est. Cost of Driver****Meal Cost Estimate****Are there any other costs associated with the trip?**☐ Yes ☒ No**Total Estimated Cost**

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****Number of Students****Faculty Sponsors****Other Chaperones****Total # of Participants****Mode of Transportation****Is District Transportation Needed?**☐ NO ☒ YES, SEE PROCEDURE 09.36 AP.212.**Transportation Type Specifications****Supervision (Please List of Names of Adults Accompanying Students on Trip)**

Name of Adult	Phone Number
Tyler Cook	6068750158
Melanie Valone	2708501050
Jacob Steele	2707902677

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****Person making contact**

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

☒ Yes ☐ No

If Yes, where?

Stadium Concourse

Does the venue have an Emergency Response Team?

☒ Yes ☐ No

If Yes, how are they contacted?

911 and Campus Police

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

Employee	CPR Trained
Tyler Cook	☐
Melanie Valone	☒

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

07/12/2026 05:10 pm

Trip has been

☒ Approved ☐ Disapproved

Signature of Principal/Designee

Shane Humphrey

Date Signed

07/21/2026 08:19 am

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

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Signature of Superintendent/Designee

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RELATED PROCEDURES: 09.36 AP.1, 09.36 AP.21, 09.36 AP.211, 09.36 AP.212