

SchoolRelated Student Trip Request Form & Event Specific Emergency Action Plan (EAP)

SUBMIT THIS FORM	☐ ONE WEEK	☐ TWO WEEKS	☐ OTHER, SPECIFY _____
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PRIOR TO THE TRIP.

SCHOOL ACCTC FACULTY MEMBER(S) SPONSORING TRIP Petty, Stovall, Trammul, Morgan

TYPE OF TRIP (CHECK ONE):
☐ Classroom Field Trip ☐ Class Trip (i.e., junior, senior), specify _____
☒ Organization/Club Trip, specify Decca ☐ Other (athletic, band, if applicable) _____

DESTINATION Hyatt ADDRESS Louisville, Ky PHONE 502-217-6075
☐ Out of State ☒ Out of County ☐ Within County
☐ Overnight; give name, address, phone of lodging Hyatt Regency Louisville
Louisville, Ky 40202

DATE(S) OF TRIP 2/28-3/2 DEPARTURE TIME 1:00pm(2/28) RETURN TIME 2:00 pm(3/2)

PURPOSE/EDUCATIONAL VALUE Decca State Competition - Students
will be competing

SOURCE OF FUNDING FOR TRIP Decca

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.

BILL TRIP EXPENSES TO: ☒ SPONSORING ORGANIZATION ☐ SCHOOL COUNCIL ☐ BOARD ☐ OTHER, SPECIFY _____

NUMBER OF: STUDENTS 50 FACULTY SPONSORS 4 OTHER CHAPERONES _____
TOTAL # OF PARTICIPANTS 54

MODE OF TRANSPORTATION
IS DISTRICT TRANSPORTATION NEEDED? ☐ NO ☒ YES, SEE PROCEDURE 09.36 AP.212.
☐ CERTIFICATED COMMON CARRIER; SPECIFY _____
☐ PRIVATE VEHICLE, IF ALLOWED BY POLICY; SPECIFY DRIVER(S) _____

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

Person contacted at venue to discuss EAP: Christine Morretti Person making contact: Kelsey Petty

Is there an Automated External Defibrillator (AED) on site? ☒ Yes ☐ No If yes, where: Front desk Fitness Center

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):
Kelsey Petty
Leslie Stovall
Mariabeth Trammul
Jason Morgan

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

Kelsey Petty 8/25/20
Signature of Faculty Sponsor Date

Trip has been ☒ approved ☐ disapproved. Reason for disapproval _____

[Signature] 8/28/26
Signature of Superintendent/Designee Date

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

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

Review/Revised: 9/18/2023