

### School-Related Student Trip Request Form

Submit this form two (2) weeks prior to the trip.

SCHOOL CCHS FACULTY MEMBER(S) SPONSORING TRIP Lynn Eaglin

**TYPE OF TRIP (CHECK ONE):**

- Classroom Field Trip
- Class (i.e., junior, senior) Trip, specify Yearbook Class
- Organization/Club Trip, specify \_\_\_\_\_
- Other (athletic, band, if applicable) \_\_\_\_\_

DESTINATION Desmet High School, 288 N. New Ballas Rd. ADDRESS PHONE (314) 291-0068

- Out of State
- Out of County
- Within County
- Overnight; give name, address, phone of lodging Courtyard St. Louis  
828 N New Ballas Rd; Creve Coeur, MO 63148

DATE(S) OF TRIP 7/9-7/11 DEPARTURE TIME TBD RETURN TIME 11 pm

PURPOSE/EDUCATIONAL VALUE yearbook camp - students will learn journalism + photoshop techniques from nationally-recognized journalism advisers.  
*No student shall be denied the trip because of an inability to pay.*

SOURCE OF FUNDING FOR TRIP Lynn M. Eaglin / Students

**BILL TRIP EXPENSES TO:**

- SPONSORING ORGANIZATION
- SCHOOL COUNCIL
- BOARD
- OTHER, SPECIFY \_\_\_\_\_

**SUPERVISION: (ATTACH LIST OF NAMES OF ADULTS ACCOMPANYING STUDENTS ON TRIP.)**

NUMBER OF: STUDENTS 4 FACULTY SPONSORS 1 OTHER CHAPERONES 1  
TOTAL # OF PARTICIPANTS 6

ALL CHAPERONES HAVE UNDERGONE THE REQUIRED RECORDS CHECK AND BEEN DESIGNATED BY THE PRINCIPAL/DESIGNEE TO SUPERVISE STUDENTS?  YES  NO

**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) Lynn Eaglin

Lynn M. Eaglin  
Signature of Faculty Sponsor

May 14, 2013  
Date

Trip has been  approved  disapproved. Reason for disapproval \_\_\_\_\_

\_\_\_\_\_  
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.211, 09.36 AP.212, 09.36 AP.23