

### School-Related Student Trip Request Form

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

SCHOOL CCATC FACULTY MEMBER(S) SPONSORING TRIP Tonya Lindsay

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

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

DESTINATION Crowne Plaza ADDRESS 830 Phillips Ln Louisville, KY PHONE 502-367-6161

- Out of State
- Out of County
- Within County

Overnight; give name, address, phone of lodging Crowne Plaza 830 Phillips Ln Louisville, Ky 40209 - 502-367-6161

DATE(S) OF TRIP 03-13-2014 DEPARTURE TIME 5<sup>PM</sup> RETURN TIME 03-15-2014 1<sup>PM</sup>

PURPOSE/EDUCATIONAL VALUE HOSA State Leadership Conference Annual Event - Competitions, Awards, Seminars

*No student shall be denied the trip because of an inability to pay.*

SOURCE OF FUNDING FOR TRIP HOSA Fundraising, Personal funding

**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 \_\_\_\_\_ OTHER CHAPERONES D. Meadows  
TOTAL # OF PARTICIPANTS \_\_\_\_\_

ALL CHAPERONES HAVE UNDERGONE THE REQUIRED RECORDS CHECK AND BEEN DESIGNATED BY THE PRINCIPAL/DESIGNEE TO SUPERVISE STUDENTS?  YES  NO None for CCATC will do again for CEHS was told

**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) \_\_\_\_\_

Tonya Lindsay  
*Signature of Faculty Sponsor*  
Tony Wong - CCATC Principal  
*Signature of Superintendent/Designee*  
02/20/2014  
*Date*  
2/20/2014  
*Date*

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

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*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