

**School-Related Student Trip Request Form**

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

SCHOOL CCHS FACULTY MEMBER(S) SPONSORING TRIP JOE VESSELS AND DWIGHT BOLES

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

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

DESTINATION Berea ADDRESS Ky PHONE \_\_\_\_\_

- Out of State
- Out of County
- Within County

Overnight; give name, address, phone of lodging Hampton Inn, 1099 Bernes Mill Rd, Richmond Ky 859-626-1002

DATE(S) OF TRIP 4-24-15 -4-25-15 DEPARTURE TIME 8:30 RETURN TIME 6:30

PURPOSE/EDUCATIONAL VALUE ENVIROTHON COMPETITION: STUDENTS WILL COMPETE WITH OTHER SCHOOLS IN THE STATE FOR RECOGNITION AND A CHANCE TO COMPETE AT THE STATE LEVEL

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

SOURCE OF FUNDING FOR TRIP CARROLL COUNTY CONSERVATION DISTRICT

BILL TRIP EXPENSES TO: Competition

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

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

NUMBER OF: STUDENTS 11 FACULTY SPONSORS 2 OTHER CHAPERONES \_\_\_\_\_

TOTAL # OF PARTICIPANTS 13

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) \_\_\_\_\_

Dwight Boles  
Signature of Faculty Sponsor

3/30/15  
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

Review/Revised:6/18/09